

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

BCA

SEM: I - THEORY EXAMINATION (2024 - 2025)

Subject: Working with Excel

Time: 3 Hours

Max. Marks: 100

General Instructions:*IMP: Verify that you have received the question paper with the correct course, code, branch etc.**1. This Question paper comprises of three Sections -A, B, & C. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.**2. Maximum marks for each question are indicated on right -hand side of each question.**3. Illustrate your answers with neat sketches wherever necessary.**4. Assume suitable data if necessary.**5. Preferably, write the answers in sequential order.**6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.***SECTION-A**

20

1. Attempt all parts:-

- 1-a. Which key is used to edit the contents of a cell? (CO1, K1) 1
- (a) F1
- (b) F2
- (c) F3
- (d) F4
- 1-b. How do you enter a new line within a cell? (CO1, K3) 1
- (a) Press Enter
- (b) Press Alt + Enter
- (c) Press Ctrl + Enter
- (d) Press Shift + Enter
- 1-c. How does Excel treat text when using the SUM function? (CO2, K2) 1
- (a) Adds text as 0
- (b) Includes text in the total
- (c) Throws an error
- (d) Ignores the text
- 1-d. What does the IF function do in Excel? (CO2, K2) 1
- (a) Logical test
- (b) Finds maximum value
- (c) Averages values

- (d) Searches for a value
- 1-e. Which sort option arranges data from smallest to largest? (CO3, K1) 1
- (a) Ascending
 - (b) Descending
 - (c) Custom Sort
 - (d) Default Sort
- 1-f. What happens when you enter invalid data into a Data Validation cell? (CO3, K1) 1
- (a) Excel allows it
 - (b) A warning message appears
 - (c) The cell is deleted
 - (d) The worksheet is locked
- 1-g. What is the purpose of the RIGHT function in Excel? (CO4, K1) 1
- (a) Extracts leftmost characters
 - (b) Extracts rightmost characters
 - (c) Splits text into columns
 - (d) Combines two strings
- 1-h. How does the CONCATENATE function work? (CO4, K2) 1
- (a) Joins two or more strings
 - (b) Splits a string
 - (c) Finds text in a range
 - (d) Deletes text
- 1-i. What is the primary purpose of a column chart in Excel? (CO5, K1) 1
- (a) To compare data
 - (b) To show trends over time
 - (c) To display proportions
 - (d) To organize text-based data
- 1-j. Which chart is best for visualizing trends over time? (CO5, K2) 1
- (a) Scatter Plot
 - (b) Pie Chart
 - (c) Bar Chart
 - (d) Line Chart

2. Attempt all parts:-

- 2.a. What is the Ribbon in Excel, and what is its primary function? (CO1, K1) 2
- 2.b. What is the purpose of the equal sign (=) in an Excel formula? (CO2, k1) 2
- 2.c. What is the difference between sorting data in ascending and descending order? (CO3, K2) 2
- 2.d. Write the formula to extract 5 characters starting from the 3rd position in the text string in cell B1 using the MID function. (CO4, K3) 2

2.e.	What type of data is best visualized using a pie chart? (CO5, K1)	2
SECTION-B		30
3. Answer any <u>five</u> of the following:-		
3-a.	How can you rename a worksheet in Excel? (CO1, K2)	6
3-b.	Describe how to duplicate a worksheet within the same workbook. (CO1, K3)	6
3-c.	Explain how the AVERAGE function works and provide an example formula for the range B1:B10. (CO2, K3)	6
3-d.	Explain with examples the difference between relative, absolute, and mixed references in Excel. (CO2, K2)	6
3.e.	What is the purpose of applying filters in Excel? How can they improve data analysis? (CO3, K1)	6
3.f.	Explain how the FILTER function works in Excel. Write an example formula to extract values greater than 100 from a range (D1:D20). (CO4, K3)	6
3.g.	What is the purpose of an interactive dashboard in Excel? (CO5, K1)	6
SECTION-C		50
4. Answer any <u>one</u> of the following:-		
4-a.	Explain the concept of conditional formatting. How can it be used to highlight specific data? (CO1, K3)	10
4-b.	Describe the process of creating, saving, and opening a workbook in Excel. (CO1, K1)	10
5. Answer any <u>one</u> of the following:-		
5-a.	Explain how nested IF statements can be used to handle multiple conditions. Provide an example. (CO2, K3)	10
5-b.	Demonstrate the use of IF with AND to check if a value in A1 is between 50 and 100 and return "Valid" or "Invalid." (CO2, K3)	10
6. Answer any <u>one</u> of the following:-		
6-a.	What is the purpose of data validation in Excel? Discuss with examples of common use cases. (CO3, K1)	10
6-b.	How can you use a formula in data validation to restrict entries in one column based on values in another column? (CO3, K3)	10
7. Answer any <u>one</u> of the following:-		
7-a.	Describe the Goal Seek tool and its applications. Provide an example where it is used to find the required interest rate for a desired loan payment. (CO4, K4)	10
7-b.	Write a detailed example demonstrating how to use What-If Analysis tools to evaluate the best-case and worst-case scenarios for a business budget. (CO4, K3)	10
8. Answer any <u>one</u> of the following:-		
8-a.	How can you change the chart type after it has already been created in Excel? (CO5, K3)	10
8-b.	What is a combination chart in Excel, and when would it be useful? (CO5, K2)	10