

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
School of Business Backlog Examination, June 2023 [Programme: BBA] [Semester: 4]				
Course Title: Spreadsheet Based Decision Making Course Code: BBAD2012			Max Marks: 100 Time: 3 Hrs.	
Instructions:	1. All questions are compulsory. 2. Assume missing data suitably, if any.			
		K Level	COs	Marks
SECTION-A (15 Marks)		5 Marks each		
1.	List various benefits of using spreadsheets.	K2	CO1	5
2.	Using suitable example, discuss the use of if function of MS Excel.	K2	CO2	5
3.	Write short note on – index and match functions of MS Excel.	K2	CO2	5
SECTION-B (40 Marks)		10 Marks each		
4.	Explain the use of different text functions (Lower, Upper, Left, Right, Len).	K2	CO1	10
5.	Using suitable example, explain the syntax and working of any 4 financial category functions of MS Excel.	K4	CO2	10
6.	Discuss the use of today() and now() functions of MS Excel.	K3	CO3	10
7.	OR Differentiate between the working and syntax of vlookup and hlookup functions of MS Excel.	K4	CO4	10
SECTION-C (45 Marks)		15 Marks each		
8.	Suppose we have following details of 10 students in MS Excel: Roll No, Student Name, Maths marks, English marks, Science marks, Total marks Discuss the benefit of applying Functions - sum, min, max, count, average on the given data. Also discuss the syntax of these functions.	K3	CO3	15
9.	Write down various steps of creating pivot tables in MS Excel. Also explain the benefits of using pivot tables in spreadsheets.	K5	CO4	15
10.	OR Using suitable data example, illustrate the use of vlookup function to find result value from the given lookup value. Illustrate the syntax and working of any 5 date and time category functions of MS Excel using suitable examples.	K5	CO5	15