

School of Business

BBA
ETE - Jun 2023

Time : 3 Hours

Marks : 100

Sem II - E2UC220C - It Tools For Decision Making

Your answer should be specific to the question asked

Draw neat labeled diagrams wherever necessary

1. Discuss the difference between filtering and sorting data in Excel. Provide step-by-step instructions for both processes. K2 CO3 (5)
2. "Illustrate or demonstrate a selection of frequently used keyboard shortcuts that can be utilized in MS Excel or Google Sheets." K2 CO2 (5)
3. Use the IF function to assign a pass or fail status based on a student's score. K2 CO1 (5)
4. Can you explain the significance of Information Technology as a robust support system for making business decisions, and provide examples that illustrate its importance? K3 CO3 (10)
5. Explain the concept of a date series in Excel. How can you generate a series of dates with specific intervals?. Describe the steps to create a custom series in Excel, such as 3, 6, 9, 12, ..., up to 100. K2 CO2 (10)
6. Identify the advantages and disadvantages of using Google Sheets or Microsoft Excel in various scenarios, such as financial modeling, project management, and small business management. Analyze how each application's features and capabilities align with the specific requirements of these scenarios. K4 CO4 (10)
- 7) Examine the applications of financial functions in Excel. Discuss how functions like PV, FV, and RATE can be used to calculate loan payments, investment returns, and interest rates, aiding in financial analysis and decision-making. K4 CO1 (10)

OR

- Define logical functions in Excel and discuss their significance in spreadsheet applications. Explain the role of logical functions in performing conditional evaluations, logical comparisons, and decision-making processes. K4 CO5 (10)
- 8) Interpret and explain the different components and user interface elements of Microsoft Excel. Discuss the purpose and functionality of the Ribbon, Worksheets, Cells, Formulas Bar, and other essential elements that make up the Excel interface. K5 CO1 (15)

OR

- Justify pivot tables in Excel and discuss their significance in data analysis and reporting. Explain how pivot tables provide a powerful tool for summarizing, analyzing, and visualizing large data sets. K5 CO5 (15)
9. Classify and explain the different types of financial functions available in Excel. Compare their specific purposes and applications in financial calculations and analysis. Also explain the way of implementation in excel. K5 CO4 (15)
 10. You have a worksheet containing a list of employees with columns for Employee ID, Name, Department, and Salary. K4 CO3 (15)

Perform the following tasks:

- a) Use VLOOKUP to retrieve the employee's name based on their ID.
- b) Calculate the average salary for each department.
- c) Highlight the employees whose salaries are above the department average.