

11/5/22

[This question paper contains 6 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 2713 A

Unique Paper Code : 62343415

Name of the Paper : Data Handling using
Spreadsheets

Name of the Course : B.A. (Prog.) Skill
Enhancement Course

Semester : IV

Duration : 2 Hours Maximum Marks : 25

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. **SECTION A** is compulsory.
3. Attempt any **three** questions from **SECTION B**.
4. All Parts of a question must be answered together.

SECTION A

1. (i) Cell after Z1 in the same row is : (1)
(a) Z2
(b) AA1

P.T.O.

(c) ZA1

(d) Z11

(ii) Which of the following functions tells the number of numeric entries? (1)

(a) NUM

(b) COUNT

(c) SUM

(d) COUNTIF

(iii) How many sheets does a workbook have by default? (1)

(a) 2

(b) 1

(c) 0

(d) 3

(iv) Which of the following functions calculates standard deviation? (1)

(a) Standard Deviation

(b) STDEV

(c) STDDEV

(d) SDEV

(v) Which of the following statements is TRUE? (1)

(a) Data validation is used to filter data.

(b) Data validation is used to create a drop down list from a range of cells.

(c) Data validation is used to sort data.

(d) All of the above.

(vi) Function used to calculate most frequently occurring data in a set is : (1)

(a) Median

(b) Freq

(c) Mode

(d) Most

(vii) Which of the following is not an inbuilt function? (1)

(a) AVERAGEIF

(b) SUMIF

(c) COUNTIF

(d) LISTIF

- (viii) Which of the formulas below contains the correct syntax (formula arguments) for the VLOOKUP function? (1)

- (a) =VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)
 (b) =VLOOKUP(table_array, lookup_value, col_index_num, range_lookup)
 (c) =VLOOKUP(lookup_value, table_array, col_index_num, value)
 (d) =VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)

- (ix) Which of the following formula is not entered correctly? (1)

- (a) =sum(A1:F1)
 (b) =if(A3>50,0,1)
 (c) =A1+C2+D7
 (d) =MAX(A1:D1,F1)

- (x) Which of the following is an absolute cell reference? (1)

- (a) !A!1

- (b) \$A\$1
 (c) #a#1
 (d) A1

SECTION B

2. Explain with examples the syntax of the following functions :

MAX, COUNT, AVERAGEIF, RANDBETWEEN, VAR. (5)

3. (a) Describe the three ways for cell referencing in Spreadsheets? (3)

- (b) Explain the use of HLOOKUP function. (2)

4. Consider the following worksheet for employees of an organization :

	A	B	C	D	E	F	G	H
1	NAME	GRADE	BASIC	HRA	PF	GROSS	NET	TA
		1/2/3	SALARY			SALARY	SALARY	
2	Raj	1	20000					
3	Pooja	2	12000					
4	Neha	3	8000					
5	Nitin	1	14000					
6	Surya	3	6000					
7	Sushma	2	12000					
8	Rani	1	16000					

HRA is calculated as follows :

Grade	HRA (% of basic salary)
1	40%
2	35%
3	30%

PF is 8% for all grades.

Write formulas to calculate

- (i) HRA and PF. (3)
 - (ii) Average HRA paid. (1)
 - (iii) Maximum TA paid to the employees. (1)
5. Explain any 5 types of charts available in Spreadsheets. (5)
6. Write steps to add passwords to a Spreadsheet. Explain the procedure to hide a single cell of a worksheet. (5)