

B.A. / B.Com. / B.Sc.- I (NEP) Semester-II  
**SEC40 - Computer Science - Data Analysis Using Excel**

P. Pages : 2

Time : Two Hours



**GUG/S/25/16432S**

Max. Marks : 40

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- Notes :
1. All the questions are compulsory and carry equal marks.
  2. Draw neat and labeled diagram wherever necessary.
  3. Avoid vague answer and write answer relevant and specific to question only.

**Either:**

1. a) Explain the Basic of MS-Excel in detail. 4
- b) Write down the procedure for copying and moving data from one worksheet to another. 4

**OR**

- c) Write down the Features of MS-Excel. 4
- d) Discuss about the Mixed and Relative Referencing. 4

**Either:**

2. a) Explain the proper and mid function with suitable example. 4
- b) Explain the following function: 4
  - i) Exact
  - ii) Find

**OR**

- c) Explain the Right and Trim function with suitable example. 4
- d) Explain the following function: 4
  - i) Month
  - ii) Year

**Either:**

3. a) Define Chart? Explain Pie Chart with suitable example. 4
- b) Explain the Whatif Analysis with suitable example. 4

**OR**

- c) Write down the steps of Creation of Charts with suitable example. 4
- d) Discuss about the Group and Ungroup with suitable example. 4

**Either:**

4. a) What is Data Validation? Explain the Setting Data Validation Rules. 4
- b) Define Data Table? Explain with example. 4

**OR**

- c) Explain the Creating and Managing PivotTables in detail. 4
- d) Explain the Using Drop-Down Lists with example. 4
5. Attempt all the questions.
- a) What do you mean by worksheet? 2
- b) Explain the Lower function. 2
- c) Write a short note on subtotal. 2
- d) Write a note on Timeline for Data Filtering. 2

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