Reg. No : ....

Name : ....

ST MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20

I SEMESTER B.A./B.Sc./B.Com/BSW (FYUGP) DEGREE EXAMINATION, November 2024
CSC1MN103 : Data Analysis using Spread Sheet
2024 Admission Onwards
(Credits: 4)

Time : 2 Hours   Maximum Marks : 70

Section A
*[Answer **all**. Each question carries 3 Marks]*   **(Ceiling: 24 Marks)**

1. Explain the difference between a worksheet and a workbook in Excel. [BTL2]

2. Differentiate between Microsoft Excel and Google Sheets. [BTL3]

3. How do you remove duplicate entries from a dataset in Excel? [BTL2]

4. Analyze the benefits of using absolute versus relative cell references in large spreadsheets. [BTL4]

5. Explain the use of "Go To Special" in Excel. [BTL2]

6. How do you extract the month from a date using a formula in Excel? Give an example. [BTL1]

7. How do you extract part of a text using the LEFT and RIGHT functions in Excel? [BTL3]

8. Explain the syntax and use of the AVERAGEIF function in Excel. Give an example. [BTL2]

9. Describe the process of creating a bar chart in Excel using a dataset. [BTL3]

10. Differentiate between INDEX() and MATCH() functions with examples. [BTL4]

Section B
*[Answer **all**. Each question carries 6 Marks]*   **(Ceiling: 36 Marks)**

11. Write the procedure to insert and delete rows or columns in Excel. When would you find it useful to do this? [BTL3]

12. Explain the different navigation techniques used within a workbook in Excel. [BTL2]

13. How do you import external data from a web source into Excel, and explain how this feature can be useful in analyzing real-time data. [BTL4]

14. How does filtering data in a range differ from filtering data in a table? Discuss the benefits of each method. [BTL5]

15. Show how to perform multi-level sorting of data in Excel. Explain the significance of sorting data using multiple criteria. [BTL4]

16. How do IFERROR and IFNA work in Excel formulas ? [BTL3]

Turn Over

17. Explain the steps involved in creating a table in Excel.   [BTL2]

18. Analyze the steps required to create a PivotTable and Pivot Chart in Excel to   [BTL4]
effectively summarize and visualize the data.

Section C
*[Answer **any one**. Each question carries **10** Marks]*   ***(1x10=10 Marks)***

19. Describe the steps to create a new Excel workbook and save it in various file   [BTL3]
formats. Include examples of when you might use each file format.

20. A company is analyzing its sales and employee data using Excel. Write formulas to   [BTL5]
solve the following:
   i) Calculate the total sales for a specific month using SUMIF and MONTH
      functions.
   ii) Determine the number of employees hired before a specific date using
      COUNTIF and DATE.
   iii) Find the average of employee salaries, rounding the result to the nearest whole
       number using AVERAGE and ROUND.
   iv) Combine the first and last names of employees, and check for errors using
       CONCATENATE and IFERROR.

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