No. of Printed Pages : 6

BSMA-003

B. B. A. (SERVICES MANAGEMENT)

(BBASM)

Term-End Examination

December, 2024

BSMA-003 : ADVANCED IT SKILLS

Time : 2 Hours *Maximum Marks : 50*

Note : *Attempt all questions.*

1. Answer all the questions. Each question carries 1 mark : 1×10=10

   (i) Data bar formatting can be used with _____.

   (a) Boolean values

   (b) Numeric values

   (c) Date and time values

   (d) Text values

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(ii) _____ is used to save how a worksheet can appear.

(a) Functions

(b) Format cells

(c) Filters

(d) Custom views

(iii) The RAND function generates a random number between _____ and _____.

(a) Lower, Upper limit

(b) True, False

(c) 0, 1

(d) +1, –1

(iv) The _____ key combination converts a formula into an array formula.

(a) Ctrl+A

(b) Ctrl+P

(c) Ctrl+Shift+Enter

(d) Ctrl+Z

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(v) The _____ button is used to create a pivot table.

(a) Margins

(b) Pivot Table

(c) Thesaurus

(d) Filter

(vi) Which button should be pressed when grouping worksheets together ?

(a) Alt

(b) Ctrl

(c) Tab

(d) None of the above

(vii) The shortcut used to access special paste dialog box is _____.

(a) Ctrl+Alt+B

(b) Ctrl+G

(c) Ctrl+Alt+V

(d) Ctrl+P

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(viii) A Google Keep note does not have which characteristic ?

(a) Collaborator

(b) Colour

(c) Font Settings

(d) Add Image

(ix) To upload a file to Google Drive, you have to click :

(a) File Upload

(b) Google Docs

(c) Google Sheets

(d) None of the above

(x) Which of the following is used to preview how a worksheet will look before being printed ?

(a) Pivot Chart

(b) Name Manager

(c) Page Break Preview

(d) Format as Table

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2. Write short notes on any *five* of the following in about **100** words each. Each note carries 2 marks : 2×5=10

   (a) Password

   (b) VLOOKUP Function

   (c) What-If Analysis

   (d) Pivot Chart

   (e) CSV file

   (f) File Sharing

   (g) Google Workspace

   (h) Margins

3. Answer any *four* of the following questions in about **250** words each. Each question carries 5 marks : 5×4=20

   (a) Why should you use filters for data ?

   (b) What does the ABS function do ?

   (c) What are the different applications for different types of charts ?

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(d) What would happen if a numeric data field is dragged to the Rows area ?

(e) What are the benefits and advantages of using keyboard shortcuts ?

(f) What are the advantages and benefits of advanced Excel ?

4. Answer any *one* question in **500** words :

$1 \times 10 = 10$

(a) What are the various planning tools from the Google cloud ? Discuss.

(b) What is Google Drive ? Discuss the benefits of sharing files and folders using Google Drive.

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