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BSMA–003

BACHELOR OF BUSINESS ADMINISTRATION (SERVICE MANAGEMENT) (BBASM)

Term-End Examination

December, 2025

BSMA-003 : ADVANCED IT SKILLS

Time : 2 Hours *Maximum Marks : 50*

Note : *Attempt all questions.*

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

   (i) ..... app. is used for voice typing on an Android device.

   (a) GVoice

   (b) GBoard

   (c) GoogleAudio

   (d) GAudio

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(ii) Which of the following Microsoft Excel keyboard shortcut is used to 'insert a function' in the worksheet ?

(a) Shift + F3

(b) Ctrl + F3

(c) Alt + F3

(d) Tab + F3

(iii) JSON stands for :

(a) Java Server Object Notation

(b) JavaScript Object Notation

(c) Java Servlet Open Notation

(d) Java Scriptlen Open Navigation

(iv) ..... area does not belong to the main composition of the pivot table.

(a) Values

(b) Row

(c) Filter

(d) Formula

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(v) ..... in Excel consists of a set of tools used to create different model scenarios and data tables.

(a) What-If Analysis

(b) GoalSeek

(c) Scenario Manager

(d) Conditional formatting

(vi) ..... chart is usually used to represent the proportion of each data item over the total value.

(a) Line

(b) X-Y Scatter

(c) Area

(d) Pie

(vii) ..... is used to generate current date and time in MS-Excel.

(a) Date

(b) Time

(c) Now

(d) Event

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(viii) Which of the following is not the argument of HLOOKUP function ?

(a) col_index num

(b) row_index num

(c) table_array

(d) range

(ix) ..... function counts the number of cells containing numeric values.

(a) COUNT

(b) COUNTA

(c) CONCAT

(d) RAND

(x) ..... function is used to calculate the total number of monthly instalments that should be paid.

(a) NPER

(b) PMT

(c) FV

(d) PV

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

   (a) Google Keep

   (b) JSON

   (c) Pivot charts

   (d) Absolute and Relative addressing

   (e) What-If-Analysis

   (f) Protecting worksheet

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

   (a) What is Google Workspace ? Give its advantages.

   (b) List the various databases supported by Excel, to import the data. Discuss the method of importing data from web, list all steps.

   (c) Write the set of rules and limitations associated with development of pivot charts.

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(d) What are Array formulas ? Give the advantages and disadvantages of Array formulas.

(e) What is the role of Scenario Manager in Excel ? Also, discuss the need of Scenario Analysis.

4. Answer any *one* question in **500** words. Each question carries 10 marks : 1×10=10

(a) List and explain the task planning and prioritization tools available in Google Workspace.

(b) List the various financial functions available in Excel. Discuss the syntax and purpose of each function listed by you.

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