

IMBA (BI/IB/APR) Sem.-7 Examination

BI

DAS

Time : 1-30 Hours]

December-2024

[Max. Marks : 70

- Instructions :** (1) This paper contains **Thirty Five** questions.
(2) Each Question is of 2 Marks.
(3) Each Question is of multiple choices.
(4) All questions are compulsory.

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|--|--------------|
| Q.1 Which function in Excel returns the largest value in a set of values?
A) MAX
B) MIN
C) LARGE
D) COUNT | 2 |
| Q.2 In Excel, what does the 'Merge & Center' option do?
A) Combines selected cells and centers the content
B) Only combines selected cells
C) Centers the content without merging cells
D) Adds borders to selected cells and centers content | 2 |
| Q.3 Which function is used to remove extra spaces from text in Excel?
A) CLEAN
B) TRIM
C) SUBSTITUTE
D) FIND | 2 |
| Q.4 Which Excel function can be used to count the number of cells that are not empty?
A) COUNTIF
B) COUNTA
C) COUNTBLANK
D) COUNTIFS | 2 |
| Q.5 What feature in Excel allows users to visually separate large sections of data by changing the cell format based on specific criteria?
A) Data Validation
B) Conditional Formatting
C) Goal Seek
D) Data Filter | 2 |
| Q.6 Which of the following symbols is used for absolute cell reference in Excel?
A) @
B) &
C) \$
D) # | 2 |

- Q.7** In which tab can you find the 'Data Validation' feature? 2
 A) Home
 B) Insert
 C) Page Layout
 D) Data
- Q.8** Which function will return the current date and time in Excel? 2
 A) TODAY()
 B) NOW()
 C) DATE()
 D) TIME()
- Q.9** How can you apply the same formatting from one cell to another in Excel? 2
 A) Use the Fill Handle
 B) Use the Format Painter
 C) Use the Data Validation
 D) Use the Paste Special
- Q.10** Which of the following is not an option in the 'Paste Special' menu? 2
 A) Transpose
 B) Formats
 C) Comments
 D) Merge Cells
- Q.11** The formula =AVERAGE(10, 20, 30) will return: 2
 A) 10
 B) 20
 C) 30
 D) 60
- Q.12** What does the IF function do in Excel? 2
 A) Checks a condition and returns a value if true or false
 B) Adds a set of values
 C) Checks if a cell is blank
 D) Counts non-empty cells
- Q.13** In Excel, what will the formula =2^3 return? 2
 A) 5
 B) 6
 C) 8
 D) 9
- Q.14** The VLOOKUP function requires how many arguments? 2
 A) 2
 B) 3
 C) 4
 D) 5
- Q.15** Which chart type is best for showing trends over time? 2
 A) Pie Chart
 B) Column Chart
 C) Line Chart
 D) Scatter Chart

- Q.16** What does the COUNTA function do in Excel? 2
 A) Counts empty cells
 B) Counts only text cells
 C) Counts cells with numbers only
 D) Counts all non-empty cells
- Q.17** What will the formula =LEN("Excel") return? 2
 A) 5
 B) 6
 C) 4
 D) 3
- Q.18** What will the formula =CONCATENATE("Excel", " ", "Rocks!") return? 2
 A) ExcelRocks!
 B) Excel Rocks!
 C) Excel
 D) Rocks!
- Q.19** Which shortcut key is used to save a workbook in Excel? 2
 A) Ctrl + S
 B) Ctrl + W
 C) Ctrl + V
 D) Ctrl + C
- Q.20** If you want to freeze the first row of a worksheet, which option should you use? 2
 A) Freeze Panes
 B) Freeze Top Row
 C) Freeze First Column
 D) Split Window
- Q.21** Which type of cell reference is \$A\$1 in Excel? 2
 A) Relative reference
 B) Absolute reference
 C) Mixed reference
 D) Circular reference
- Q.22** In Excel, which function would you use to display a value if a cell is empty? 2
 A) IF
 B) ISBLANK
 C) ISNULL
 D) IFBLANK
- Q.23** In Excel, what does the AutoSum button do? 2
 A) Adds up all selected cells automatically
 B) Multiplies selected cells
 C) Divides selected cells
 D) Finds the average of selected cells
- Q.24** What does pressing Ctrl + Z do in Excel? 2
 A) Redo the last action
 B) Undo the last action
 C) Save the worksheet
 D) Close the worksheet

- Q.25** If you want to remove the contents of a cell but keep its formatting, which key should you press? 2
 A) Delete
 B) Backspace
 C) Ctrl + D
 D) Ctrl + Delete
- Q.26** What is the purpose of the Data Filter option? 2
 A) To add more data to a spreadsheet
 B) To sort data in ascending order only
 C) To display only rows that meet certain criteria
 D) To lock cells from editing
- Q.27** The Fill Handle can be used to: 2
 A) Copy formulas across cells
 B) Fill a series of dates
 C) Fill patterns or sequences
 D) All of the above
- Q.28** What will the formula =TEXT(1234.567, "0.00") return? 2
 A) 1234.57
 B) 1234.5
 C) 1235
 D) 1234.500
- Q.29** Which function can be used to search for a value in a vertical column of a table? 2
 A) HLOOKUP
 B) VLOOKUP
 C) SEARCH
 D) INDEX
- Q.30** The Excel function =ROUND(3.567, 2) will return: 2
 A) 3.57
 B) 3.5
 C) 3.56
 D) 3.6
- Q.31** Which of the following options will not change the view of an Excel worksheet? 2
 A) Page Break Preview
 B) Page Layout
 C) Print Preview
 D) Data Validation
- Q.32** In Excel, which function would you use to calculate monthly loan payments? 2
 A) PV
 B) FV
 C) PMT
 D) NPV
- Q.33** What file extension does an Excel workbook have by default? 2
 A) .docx
 B) .xlsx
 C) .pptx
 D) .txt

- Q.34** Which menu option do you use to insert a new chart in Excel? **2**
- A) Home
 - B) Insert
 - C) View
 - D) Data
- Q.35** In Excel, the intersection of a row and a column is called a: **2**
- A) Box
 - B) Cell
 - C) Range
 - D) Sheet
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