

MBA in AVCM/SIBFT Sem.-1 Examination

IIS/IIS-FT-5 MS Office

January-2024

Time : 2-30 Hours]

[Max. Marks : 70

Q.1. What is Microsoft Office and explain any three services? 14 marks

OR

Q.1.(A). What are the tabs, functions, and buttons? 7 marks

Q.1.(B). What is margin and explain types of margins? 7 marks

Q.2 Apply IF and Nested IF Condition Formula on below table.14 marks

Marks Of Student					
Sr. No	Name	6 subject Marks		Total	Percentage
		Obtain Marks	Passing Marks		
1	Mehul	300	200	600	
2	Rahul	480	200	600	
3	Sam	180	200	600	
4	Ravi	460	200	600	
5	Marck	480	200	600	

1. Find the Percentage.
2. Apply IF Condition.
3. Apply Nested IF Condition.

<35	Fail
>35	Pass
>80	Distinction

OR

Q.2.(A). Explain the steps for pivot table with example. 7 marks

Q.2. (B)How to make a Stock Management Sheet? 7 marks

SR NO	PRODUCT	Purchase			Selling		
		QTY	RATE	AMOUNT	QTY	RATE	AMOUNT
1	Shirt	25	1500	37500	20	2000	40000
2	Pent	20	10	200	15	12	180
3	Shoes	20	5	100	15	7	105
4	Belt	50	50	2500	25	70	1750

1. Find the Closing stock and explain.

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Q.3. Explain the Power point and steps to create attractive presentation.

14 marks

OR

Q.3.(A). Explain EMONTH and EDATE formula with example.

7 marks

Q.3.(B). Do the following.

7 marks

Tuesday, December15, 2023
Tuesday, Jun 9, 2022
Wednesday, December19, 2020

1. Find the Year.
2. Find the Month and Days.

Q.4. Explain the XLOOKUP formula with an example.

14 marks

OR

Q.4.(A). What is the future value and present value with example?

7 marks

Q.4.(B). Do the following.

7 marks

Sr No	Name	Year 2022	Year 2023	Profit
1	Marck	98	95	
2	Ravi	80	90	
3	Sonu	70	75	
4	Meet	65	75	
5	Pooja	80	86	
6	Rutvi	79	80	
7	Soham	72	86	
8	Dhruv	82	86	

1. Find the Loss and Profit of the given data and add Status of lost and profit.

Q.5. Multiple choice questions (MCQ) any 14 out of 17.

14 marks

1. MS Word represents the document in form of.

A. Text
B. Tabular

C. Presentation
D. Animation

2. Short cut key of open font dialogue box.

A. Ctrl+A
B. Ctrl+H

C. Ctrl+O
D. Ctrl+D

3. What do you call distance between text and edge of paper is:

A. Alignment.
B. Margin.
C. Ruler line.
D. Indent stop.

4. What is the default writable area of word documents?
 - A. Document tab
 - B. Document file
 - C. Document window
 - D. Document area
5. How to make index in word by.
 - A. Table of contents
 - B. Footnote
 - C. Citation
 - D. Insert-text.
6. Which formula is used for multiple conditions?
 - A. IF ()
 - B. DATE ()
 - C. TODAY ()
 - D. NESTEDIF ()
7. Which formula is used for random and filtered data summation?
 - A. SUM ()
 - B. SUMIF ()
 - C. SUMCOUNT ()
 - D. AGGREGATE ()
8. DSUM formula is use for what?
 - A. Find the sum of same value amount.
 - B. Find the sum of different values.
 - C. Find the addition of two different values.
 - D. Normal addition.
9. Which formula is used for finding the moths end date?
 - A. EMONTH ()
 - B. EDATE ()
 - C. ECOUNT ()
 - D. ESUM ()
10. Power Queries (series) apply by which tab?
 - A. Insert
 - B. Data
 - C. View
 - D. Draw
11. Shortcut key for freeze?
 - A. F2
 - B. F3
 - C. F9
 - D. F4
12. Function for find end of Date?
 - A. EDATE ()
 - B. EMONTH ()
 - C. EDAY ()
 - D. ECOUNT ()
13. What is array in Data?
 - A. Size of cell
 - B. No of column
 - C. No of data
 - D. cell
14. What is a string in Data?
 - A. No character
 - B. No of cell
 - C. No of row
 - D. No of column

P.T.O.

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15. how to change data source of pivot table
- A. Data tab
 - B. Pivot table analyze-data.
 - C. Insert tab- pivot table.
 - D. Design.
16. What is the Return array in Xlookup formula?
- A. Data which we want to find.
 - B. Lookup value.
 - C. Reference value.
 - D. Total table value.
17. What is PMT?
- A. Monthly installment value.
 - B. Monthly rate value.
 - C. Yearly interest rate.
 - D. Monthly Percentage.
