

MBA in BI Sem.-1 Examination

BI-106

DAS

Time : 1-30 Hours]

January-2025

[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.

NO.	QUESTION	Marks
Q.1	What happens when you press Ctrl + A in Excel? A: Selects the entire worksheet B: Opens the Save As dialog C: Creates a new workbook D: Duplicates the worksheet	2
Q.2	What is the name of the rectangular area formed by the intersection of a column and a row? A: Range B: Cell C: Table D: Grid	2
Q.3	Which tab in Excel provides access to creating a chart? A: Data B: View C: Insert D: Review	2
Q.4	Which function can count the total number of non-blank cells in a range? A: COUNTBLANK B: COUNT C: COUNTA D: COUNTIF	2
Q.5	How do you apply borders around a range of cells? A: Use the Borders option in the Home tab B: Use Conditional Formatting C: Use Data Validation D: Use the Insert tab	2

- Q.6** What is the shortcut key to redo the last undone action in Excel? **2**
A: Ctrl + Z
B: Ctrl + X
C: Ctrl + Y
D: Ctrl + P
- Q.7** What does the "Merge Cells" option in Excel do? **2**
A: Divides a single cell into multiple cells
B: Combines multiple selected cells into one cell
C: Deletes the content of cells
D: Centers the text
- Q.8** What is the shortcut key to paste data in Excel? **2**
A: Ctrl + X
B: Ctrl + C
C: Ctrl + V
D: Ctrl + P
- Q.9** What is the maximum number of rows in an Excel worksheet? **2**
A: 65,536
B: 1,048,576
C: 100,000
D: 1,000,000
- Q.10** What does the formula =A1+A2+A3 do? **2**
A: Adds the values in cells A1, A2, and A3
B: Multiplies the values in the cells
C: Finds the average of the values
D: Counts the values
- Q.11** How can you move to the next cell in a row in Excel? **2**
A: Enter key
B: Arrow keys
C: Tab key
D: Ctrl key
- Q.12** Which Excel function can be used to join two or more strings of text? **2**
A: SUM
B: CONCATENATE
C: FIND
D: LEFT
- Q.13** What happens when you click the "Sort A to Z" button in Excel? **2**
A: Deletes duplicate rows
B: Sorts the data in ascending order
C: Sorts the data in descending order
D: Removes blank rows
- Q.14** Which function will return the number of characters in a text string? **2**
A: FIND
B: CONCATENATE
C: LEN
D: COUNT

- Q.15** Which key combination allows you to quickly duplicate selected content in Excel? **2**
A: Ctrl + X
B: Ctrl + C
C: Ctrl + Z
D: Ctrl + Shift
- Q.16** What happens if you double-click a cell in Excel? **2**
A: Deletes the content
B: Allows you to edit the cell directly
C: Moves the cell
D: Copies the content
- Q.17** Which of these is a valid arithmetic operator in Excel? **2**
A: #
B: /
C: \$
D: @
- Q.18** Which shortcut key allows you to quickly apply italic formatting to text? **2**
A: Ctrl + B
B: Ctrl + I
C: Ctrl + U
D: Ctrl + T
- Q.19** How do you apply the same formula to multiple adjacent cells? **2**
A: Use the Sort option
B: Copy and paste manually
C: Drag the Fill Handle
D: Use Conditional Formatting
- Q.20** What does the FIND function do in Excel? **2**
A: Combines text strings
B: Extracts part of a string
C: Locates the position of a specific character or text in a string
D: Calculates totals
- Q.21** What does the function =ISERROR(A1) do in Excel? **2**
A: Finds errors in a range
B: Checks if the value in A1 is an error
C: Corrects an error in A1
D: Counts errors in the worksheet
- Q.22** What is the default column width in Excel? **2**
A: 10
B: 5
C: 8.43
D: 8.5
- Q.23** Which of the following is used to create dynamic ranges in Excel? **2**
A: OFFSET
B: INDEX
C: OFFSET
D: CONCATENATE

- Q.24** What is the function of the F4 key in Excel? **2**
A: Deletes the current cell
B: Repeats the last action
C: Opens the help menu
D: Freezes panes
- Q.25** What does the MOD function return in Excel? **2**
A: Multiples of a number
B: The remainder of a division
C: The quotient of a division
D: The average of a range
- Q.26** What is the shortcut for inserting the current time in a cell? **2**
A: Ctrl + ;
B: Ctrl + Shift + ;
C: Ctrl + Alt + T
D: Shift + :
- Q.27** What happens when you press Alt + Enter in a cell? **2**
A: Moves to the next cell
B: Deletes the content of the cell
C: Inserts a line break within the same cell
D: Opens the Find and Replace dialog box
- Q.28** Which of the following is NOT a valid text function in Excel? **2**
A: TRIM
B: TEXT
C: CONCAT
D: ROUND
- Q.29** Which feature in Excel allows you to combine multiple rows of data into a pivot summary? **2**
A: Data Filter
B: VLOOKUP
C: Pivot Table
D: AutoSum
- Q.30** What is the purpose of the Fill Handle in Excel? **2**
A: Change cell formatting
B: Delete data in cells
C: Copy formulas or create sequences
D: Merge cells
- Q.31** How can you view the formulas used in an Excel worksheet? **2**
A: Go to the View tab
B: Use the Data Validation option
C: Press Ctrl + ` (grave accent)
D: Use Format Painter
- Q.32** How do you lock a cell reference in a formula? **2**
A: Use the # symbol
B: Use the \$ symbol before the column and/or row
C: Use the @ symbol
D: Use Conditional Formatting

- Q.33** Which function calculates the internal rate of return for a set of cash flows? **2**
A: FV
B: NPV
C: IRR
D: RATE
- Q.34** What does the array formula =TRANSPOSE(A1:B3) do? **2**
A: Copies values in a transposed order
B: Converts rows to columns and vice versa for the specified range
C: Combines the data into a single row
D: Returns only the first column
- Q.35** What does the "Undo" button do in Excel? **2**
A: Reverses the last action
B: Saves the file
C: Deletes the worksheet
D: Duplicates the last action
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