

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

- (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

- (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

- (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

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 ?

- (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 :

1×10=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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