

**BACHELOR OF BUSINESS  
ADMINISTRATION (SERVICE  
MANAGEMENT) (BBASM)**

**Term-End Examination**

**December, 2025**

**BSMA-003 : ADVANCED IT SKILLS**

*Time : 2 Hours*

*Maximum Marks : 50*

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**Note :** *Attempt all questions.*

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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

- (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

- (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

(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

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.

- (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 :  $1 \times 10 = 10$
- (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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