

No. of Printed Pages : 6

BSMA-003

**BACHELOR OF BUSINESS
ADMINISTRATION (SERVICE
MANAGEMENT) [BBA(SM)]**

Term-End Examination

June, 2026

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. 10×1=10

(i) is used to restrict the type of data that can be entered in a cell of Excel Spreadsheet.

(a) Data validation

- (b) VLOOKUP
 - (c) HLOOKUP
 - (d) Pivot tables
- (ii) Data bar formatting can be used with :
- (a) Text values
 - (b) Numerical values
 - (c) Boolean values
 - (d) Date and time values
- (iii) reference operator is used to lock the values of a cell.
- (a) :
 - (b) \$
 - (c) #
 - (d) ;
- (iv) chart suites best for percentage representation on relative frequency.
- (a) Line
 - (b) Area
 - (c) Pie
 - (d) Scatter plot

- (v) Placing a data field on the area lets the pivot table calculate it.
- (a) Filter
 - (b) Rows
 - (c) Columns
 - (d) Values
- (vi) The transform data, when importing CSV file, opens up window.
- (a) Pivot chart
 - (b) Navigation
 - (c) Power Query Editor
 - (d) Home page
- (vii) Which window is opened when data is to be extracted from JSON format ?
- (a) Print Preview
 - (b) Navigation
 - (c) Home page
 - (d) Power Query Editor

- (viii) creates slides presentation, directly on Google cloud.
- (a) Google slides
 - (b) Google forms
 - (c) Google docs
 - (d) Google sheets
- (ix) Voice typing on an Android device can be enabled with the app.
- (a) GBoard app
 - (b) OnBoard app
 - (c) Voice editor
 - (d) SpeechCommand
- (x) Equivalent of Microsoft Word in Google Workspace is
- (a) Google sheets
 - (b) Google docs
 - (c) Google slides
 - (d) Google forms

2. Write short notes on any *five* of the following in about **100** words each. (Each response carries 2 marks). $2 \times 5 = 10$

- (a) Data validation
- (b) Conditional formatting
- (c) Goal seeking
- (d) What-if analysis
- (e) Pivot charts
- (f) Voice typing
- (g) JSON

3. Answer any *four* of the following questions in about **250** words each. (Each question carries 5 marks) : $4 \times 5 = 20$

- (a) List and explain the online tools from Google Workspace that will be suitable to plan an online meeting in the upcoming week.
- (b) How does excel support Data protection and visibility ?

- (c) Discuss the role of automated and conditional formatting in data analysis/interpretation.
- (d) Describe logical functions in excel, with suitable example for each.
- (e) List and explain the advantages of Google Workspace.
- (f) Discuss advantages and disadvantages of array formulas.

4. Answer any one question in 500 words :

1×10=10

- (a) Explain the syntax and utility of present value function and future value function, with suitable example for each.

Or

- (b) Explain the utility of single-variable scenario and two-variable scenario, with suitable example for each.

× × × × ×