

Reg. No

Name

26U4106

BA / BSc / BCOM DEGREE EXTERNAL EXAMINATION – MARCH 2026

UGP (HONS.) SEMESTER - 4: Skill Enhancement Course (COMPUTER SCIENCE)

COURSE: 24UCAPSEC201– ADVANCED EXCEL

(For Regular 2024 Admission)

Time : 1.5 Hrs

Max. Marks: 50

PART - A

Answer any 5 Questions.

Marks: 2

1. Identify the major components of the Excel screen and their role in worksheet navigation. (U, CO1)
2. Identify the type of cell reference for each of the following cell addresses and briefly explain the types: (U, CO1)
 - a) A1
 - b) \$A\$1
 - c) A\$1
 - d) \$A1.
3. Apply and briefly tell the appropriate conditional formatting rules to highlight values greater than a specified target and duplicate entries in a dataset. (A, CO2)
4. Illustrate the concept of visualizing a picture chart of a dataset. (A, CO3)
5. Demonstrate the procedure for displaying and hiding legends and data tables in a chart. (A, CO3)
6. Demonstrate the use of worksheet navigation features for moving between sheets, splitting the screen and freezing panes. (A, CO4)
7. Illustrate the procedure for protecting and hiding worksheets in a workbook. (A, CO4)

(5 x 2 = 10)

PART - B

Answer any 4 Questions.

Marks: 5

8. Apply logical and lookup functions to retrieve required information from a worksheet containing employee records. Columns can be customized yourself. (A, CO1)
9. Explain the Logical IF function and Nested IF function in MS Excel. Illustrate with a suitable example by writing an Excel formula to assign grades based on the following conditions: (A, CO1)

If the Total is greater than or equal to 100, Grade = A+. If the Total is between 90 and 99, Grade = A. If the Total is between 80 and 89, Grade = B. If the Total is between 70 and 79, Grade = C.

10.

PRODUCT	REVENUE(\$)	CONTRIBUTION (%) (Margin)	CONTRIBUTION(\$)
PRODUCT A	₹ 1,50,000.00	20%	₹ 30,000.00
PRODUCT B	₹ 2,40,000.00	25%	₹ 60,000.00
PRODUCT C		15%	₹ -
Total	\$ 3,90,000.00		₹ 90,000.00
		Target	₹ 1,50,000.00

 (An, CO2)

Explain Goal Seek and its properties. Determine the required number of Revenue so that the Contribution becomes 1,50,000 using the Goal Seek tool.

11. Analyze a given dataset by constructing a PivotTable using Filters, Rows, Columns and Values areas, customize the Value Field settings, and organize multiple fields in the Columns area to form a field hierarchy. (An, CO3)
12. Apply PivotTable tools to generate and display a PivotChart for summarizing large datasets. Also mention the purpose of Report Connections in dashboard creation. (A, CO3)
13. Create and execute a recorded macro to swap the values of two given cells in a worksheet. (A, CO4)

(4 x 5 = 20)

PART - C

Answer any 2 Questions.

Marks: 10

14. Construct a one-variable and two-variable Data Table using the following dataset. (A, CO2)

Cell	Description	Value / Formula
B2	Selling Price per unit	250
B3	Variable Cost per unit	140
B4	Fixed Cost	18,000
B5	Units Sold	80
B6	Total Revenue	=B2*B5
B7	Total Variable Cost	=B3*B5
B8	Profit	=B6-(B7+B4)

Use the following input ranges: Selling Price values: 220, 240, 260, 280 and Units Sold values: 60, 80, 100, 120.

15. Evaluate the effectiveness of different chart types generated from a PivotTable for representing multi-dimensional data and justify the most appropriate chart for the given case. (E, CO3)

16. i) Explain Custom Cell Formatting in MS Excel. Illustrate how to customize cell values using Custom Format for the following cases: (A, CO2)

- a) Convert 17.50 (General format) into 17 ½
- b) Convert Hrithik into Master Hrithik

ii) Apply Data Validation techniques to create a drop-down list, configure an input message, and define an error alert for invalid entries in a worksheet, using a suitable dataset as an example.

(2 x 10 = 20)

OBE: Questions to Course Outcome Mapping

CO	Course Outcome Description	CL	Questions	Total Marks
CO1	Build flexible spreadsheets and perform calculations effectively	A	1,2,8	9
CO2	Explain conditional formatting to highlight specific data points and analyse complex data	A	3,9,19,14	17
CO3	Summarize and analyse large dataset and visualize data using charts and graphs	An	4,5,11,12,15	17
CO4	Develop spreadsheet with macros and mastering spreadsheet Navigation and Manipulation.	A	6,7,13,16	17

Cognitive Level (CL): Cr - CREATE; E - EVALUATE; An - ANALYZE; A - APPLY; U - UNDERSTAND; R - REMEMBER;