

KAMARAJ COLLEGE (Autonomous)

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(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

(3 Pages)

Reg. No:.....

Question Code: 26E02010

Course Code : 24UACA41

UG Degree - End Semester Examinations, April 2026

Fourth Semester

B.C.A

Advanced Excel

(For those who joined in July 2024 onwards)

Time : 3Hours

Maximum : 75 Marks

PART - A (10 × 1 = 10 Marks)

Answer ALL Questions

Choose the correct answer :

CO:1 1. Identify the symbol used to make a cell reference absolute.

- K:1
- | | |
|-------|--------|
| (a) # | (b) \$ |
| (c) @ | (d) & |

CO:1 2. Recall how functions in Excel begin.

- K:1
- | | |
|-------|--------|
| (a) # | (b) \$ |
| (c) = | (d) & |

CO:2 3. Identify what data validation restricts in a worksheet.

- K:1
- | | |
|----------------|----------------|
| (a) Formatting | (b) Data entry |
| (c) Printing | (d) Charts |

CO:2 4. Identify what "filtering" displays in a dataset.

- K:1
- | | |
|-----------------|-------------------|
| (a) All data | (b) Selected data |
| (c) Hidden data | (d) Sorted data |

CO:3 5. The purpose of using PivotTables in data analysis is to:

- K:2
- | | |
|------------------|--------------------|
| (a) Format cells | (b) Summarize data |
| (c) Draw charts | (d) Print sheets |

CO:3 6. What subtotals indicate in a PivotTable report?

- K:2
- | | |
|------------------------|--------------|
| (a) Summary for groups | (b) Raw data |
| (c) Charts | (d) Errors |

- CO:4 7. How does conditional formatting helps in data analysis?
K:2 (a) Charts (b) Cells based on rules
(c) Tables (d) Worksheets
- CO:4 8. Determine the purpose of What-If analysis in decision making.
K:2 (a) Protect sheets (b) Forecast outcomes
(c) Filter data (d) Sort data
- CO:5 9. What bar charts are best suited to compare?
K:2 (a) Trends (b) Categories
(c) Parts (d) Time
- CO:5 10. Why a secondary axis is used in charts?
K:2 (a) Same scale (b) Different scales
(c) No scale (d) Hidden scale

PART - B (5 X 5 = 25 Marks)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 250 words.

- CO:1 11. (a) Identify the use of absolute and relative cell references in a
K:3 worksheet.

(OR)

- (b) Apply VLOOKUP with exact match to retrieve data from a table.

- CO:2 12. (a) Implement data validation to restrict values within a
K:3 specified range.

(OR)

- (b) Apply multi-level sorting on a dataset.

- CO:3 13. (a) Examine how PivotTables consolidate data from multiple
K:4 sources.

(OR)

- (b) Interpret the importance of "Show Values As" options.

- CO:4 14. (a) Apply conditional formatting to highlight data based on rules.
K:3

(OR)

- (b) Construct Goal Seek to find a target value.

- CO:5 15. (a) Analyze how chart formatting improves data presentation.

K:4

(OR)

(b) Examine the advantages of using sparklines.

PART - C (5 X 8 = 40 Marks)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 500 words.

CO:1 16. (a) Apply logical and lookup functions to build a worksheet that
K:3 retrieves and evaluates student results.

(OR)

(b) Implement nested VLOOKUP to consolidate data from multiple sheets.

CO:2 17. (a) Apply advanced filtering and multi-level sorting to generate a
K:3 customized report.

(OR)

(b) Execute subtotals in summarizing large datasets for decision making.

CO:3 18. (a) Analyze the steps involved in creating and formatting a
K:4 PivotTable using data from multiple sheets.

(OR)

(b) Examine how Pivot Charts and slicers help present summarized data interactively.

CO:4 19. (a) Appraise the use of date and time functions in calculating
K:5 employee tenure for automated reports.

(OR)

(b) Evaluate the effectiveness of combining text and database functions to clean and summarize large datasets.

CO:5 20. (a) Apply sparklines and advanced chart features to build a
K:3 dashboard.

(OR)

(b) Build the steps to create and format a combination chart with a secondary axis.