

SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN  
(AUTONOMOUS)

(Affiliated to the University of Madras and Re-accredited with 'A+' Grade by NAAC)  
Chromepet, Chennai - 600 044.

M.Com. - END SEMESTER EXAMINATIONS - NOV'2024  
SEMESTER - III

**24PCOET3A03 - Spreadsheet Management Skills**

Total Duration : 1 Hrs.30 Mins.

Total Marks : 40

**Section B**

Answer any **TEN** questions ( $10 \times 2 = 20$  Marks)

1. What are the different ways in which you can modify the Name Manager dialog?
2. What is the purpose of using the SUMIFs function in Excel?
3. How can you convert a table back to Range in Excel?
4. What is the difference between PROPER and UPPER functions in Excel?
5. Explain how to add filters to a pivot table.
6. What are the three tabs in the data validation dialog?
7. Give an example to illustrate how the IF function works.
8. Can you provide an example of a situation where data validation would be useful?
9. Why is it useful to add filters to pivot table?
10. How can the AND and OR functions be used together with the IF function in Excel formulas?
11. How does the VLOOKUP function work to match a value and retrieve a corresponding value?
12. How do you add pivot tables in Excel?

**Section C**

Answer any **FOUR** questions ( $4 \times 5 = 20$  Marks)

13. Explain the process of creating a new named range using Name Manager Tool.
14. Explain some common issues that can arise when creating charts in Excel.
15. How can you use conditional formatting to highlight specific data in a table.
16. How does the MATCH function differ from the VLOOKUP function in terms of its purpose and output?
17. How can the Evaluate Formula tool in Excel help identify errors in complex formulas?
18. Explain the process of nesting IF functions in a real-world scenario.

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