

TB153630A

Reg. No: .....

Name: .....

**BMS DEGREE (C.B.C.S.S.) EXAMINATION OCTOBER 2016**  
**SEMESTER III - COMPLEMENTARY COURSE (INTERNATIONAL BUSINESS)**  
**CO3C06TB – BUSINESS INFORMATION SYSTEM**

**Time: Three Hours**

**Maximum Marks: 80**

**PART A**

**I. Answer all questions. Each question carries 1 mark**

1. What are headers and footers?
2. Name the conditional functions used in Excel.
3. How will you validate a cell?
4. “You cannot use AutoFilter to filter a list to display the more complex criteria of two separate AND conditions combined with an OR condition. To do this, you must use the Advanced Filter option”. State the above statement is true or false.
5. What is a legend?
6. Differentiate merge and wrap.

**(6x1=6)**

**PART B**

**II. Answer any seven questions. Each question carries 2 marks**

7. What is a pivot table?
8. How will you protect your work sheet and work book?
9. Name the various techniques that you can use to look up a value in a range of data.
10. Write the short cut keys used in excel, for the following operations.
  - a.To select the entire table
  - b.To print a work sheet.
11. How will you set validation in Excel?
12. Differentiate: SUM- SUMIF
13. What is a cell range?
14. Write the syntax of Nested IF.
15. What are slicers?
16. What are spark lines?

**(7x2=14)**

**PART C**

**III. Answer any five questions. Each question carries 6 marks**

17. Explain about conditional formatting.
18. How will you format numbers using the Format Cell dialog box?
19. Explain absolute referencing.
20. Explain about different Date and Time functions in Excel.
21. Write steps for auto filter of data.

22. Explain different ways of chart formatting.
23. How will you add a trendline in a chart?
24. Explain different text functions with example.

**(5x6=30)**

#### **PART D**

#### **IV. Answer any two questions. Each question carries 15 marks**

25. Explain Pivot table with the help of an example.
26. Which are the different lookup functions used in Excel? Explain.
27. Explain conditional formatting.
28. Explain the following functions
  - a. COUNT
  - b. SUMIF
  - c. ABS
  - d. ROUND
  - e. LEN

**(2x15=30)**