

Exam.Code:5153
Sub. Code: 14371

2125

**B.Sc. Data Analytics (FYUP)
Third Semester**

Paper: Data Analysis Using Spreadsheet Software

Time allowed: 3 Hours

Max. Marks: 45

NOTE: *Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.*

x-x-x

I. (Compulsory Question)

- a. Mention any two tasks that you will perform during data preparation step. (6×1.5)
- b. What is conditional formatting? Give one example where you will use conditional formatting in your spreadsheet.
- c. What are Pivot tables? Explain any one use with the help of an example.
- d. How can data validation prevent input errors? Give one example and explain.
- e. Explain SUMIFS function taking an example
- f. Explain any two formatting elements that you will add to your chart to enhance readability.

UNIT – I

- II.** a. What is data cleaning? Explain any two data cleaning methods in a Spreadsheet software describing what do these achieve taking some practical examples (4.5, 4.5)
- b. Can data validation help in improving quality of input data? How can you apply Data validation using dropdown feature? Explain taking a suitable example

- III.** Explain the following taking examples: (3×3)

- i. SUBSTITUTE
ii. CONCAT
iii. TEXTJOIN

P.T.O.

(2)

UNIT – II

- IV.** What are text functions? Explain any three text functions available in a Spreadsheet software with the help of examples (9)
- V.** a. What are conditional functions? Explain COUNTIFS and AVERAGEIFS taking some practical examples. (4.5, 4.5)
- b. What is VLOOKUP function? What does it achieve? Explain with example.

UNIT – III

- VI.** What are Macros? What is their use? Discuss various steps involved in recording and running a basic macro. Give one example each to show use of a macro in formatting and basic calculations. (9)
- VII.** Explain: (4.5, 4.5)
- i. What-if analysis
- ii. How to consolidate data from multiple worksheets

UNIT – IV

- VIII.** How will you choose right type of chart for data visualization? Compare bar, line, pie and column charts and explain in which scenarios will you choose specific types of charts. (9)
- IX.** a. What is a dashboard? What are basic key components of a dashboard? (4.5, 4.5)
- b. Explain the use of slicers in pivot tables. How do these add interactivity in your worksheet