

(i) Printed Pages : 2

Roll No.

(ii) Questions : 14 Sub. Code :

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Exam. Code :

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**NEP U.G. Common-Skill Enhancement Course 1st Semester
(2125)**

COMMERCE

Paper : Data Analytics SEC101A

Time Allowed : Three Hours]

[Maximum Marks : 50

Note :— Attempt any **FOUR** questions from Section-A and **TWO** questions each from Section-B and Section-C.

SECTION—A

1. Define a cell reference with an example.
2. How can you protect a worksheet from editing?
3. What is the difference between SUM and SUMIF functions?
4. How can you highlight cells greater than a certain value?
5. How can you refresh a Pivot Table after data changes?
6. How can you add constraints in Solver? 4×2.5=10

SECTION—B

7. Explain the difference between a workbook and a worksheet. How can multiple worksheets be managed effectively within a workbook?
8. Differentiate between INDEX() and MATCH() functions. How can they be used together effectively?
9. Explain the syntax and use of DSUM(), DAVERAGE(), and DCOUNT() functions with examples.
10. Explain various mathematical functions like SUM(), PRODUCT(), POWER(), SQRT(), and ROUND(). 2×10=20

SECTION—C

11. Describe step-by-step how to apply conditional formatting using color scales, data bars, and icon sets.
12. Describe how to sort data on single and multiple levels (custom sorting).
13. Explain how to use fields, filters, rows, and columns to customize Pivot Table reports.
14. Explain the components of a Solver problem – objective cell, variable cells, and constraints. 2×10=20