

QP Code: D142492		Total Pages: 1	Name:
			Register No.
SECOND SEMESTER (CUFYUGP) DEGREE EXAMINATION, APRIL 2026			
MANAGEMENT STUDIES			
BBA2FS112 FUNDAMENTALS OF SPREADSHEET IN BUSINESS			
2025 Admission onwards			
Maximum Time: 1.5 Hours			Maximum Marks: 50
Section A			
All Questions can be answered. Each Question carries 2 marks (Ceiling: 16 Marks)			
1	What is Payroll?		
2	What is Data Validation?		
3	What is the Order of Operations in Excel, and why is it important?		
4	What do you mean by Conditional Formatting?		
5	What do you mean by a Budget?		
6	What is Inventory Management?		
7	What is Wrap Text used for?		
8	What do you understand by the COUNT and COUNTA functions?		
9	What is the purpose of Highlighting Rules?		
10	How does the Format Painter save time when designing a report?		
Section B			
All Questions can be answered. Each Question carries 6 marks (Ceiling: 24 Marks)			
11	Explain the importance of data cleaning before analysis. How can text functions like UPPER, PROPER, and TRIM be used to standardize messy customer data?		
12	Explain Relative and Absolute Cell Referencing with examples.		
13	Explain how a customer contact list can be managed in Excel by converting data into an Excel Table and using sorting and filtering features.		
14	List any six Excel keyboard shortcuts and explain their functions		
15	How do you use the AutoFilter tool to find all sales records where the "Total Amount" is greater than 5000?		
Section C			
Answer any ONE. Each Question carries 10 marks (1x10=10 Marks)			
16	What is a Spreadsheet? Explain its functions. Also, list the uses and limitations of Spreadsheets.		
17	Explain how charts are inserted in Excel. Discuss the different types of charts available and their advantages.		