

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

**POST GRADUATE DIPLOMA IN MANAGEMENT (2023-24)
END TERM EXAMINATION (TERM -I)**

Subject Name: **Excel for Managers**

Time: **02.00 hrs**

Sub. Code: **PG15**

Max Marks: **40**

Note:

1. Question 1 is compulsory. Other questions are having internal choice. Each question carries 8 marks.
2. Fill your details on the first worksheet of given Excel file.
3. Solve each question in respective sheet only.
4. Save the Excel file using “Full Name_Admission No._Section” for example (ramkishan_PGDM23123_A)
5. Students are supposed to submit the soft copies using a Pen Drive. Sharing of PD for submitting final answer file is not allowed.

Kindly write the all the course outcomes as per your TLEP in the box given below:

- 1 To develop a sound understanding of Excel among the students.
- 2 To equip students with necessary, excel data analysis and automation tools to have them better learn its usage in corporate daily life.
- 3 Using Excel in everyday activity to understand complicated data
- 4 Finally, to enable students to acquire the knowledge of excel formulas and functions and develop an understanding of the implementation of excel operations in managing personal and professional data using excel spreadsheets.

SECTION - A

Attempt all questions. All questions are compulsory.

8×5 = 5 Marks

Questions	CO	Bloom's Level
<p>Q. 1: (A). Create a new column titled "Discount Eligibility." In this column, determine if a product is eligible for a discount. Products in the "Electronics" category with a "Unit Price (USD)" greater than \$300 and a "Quantity Sold" of at least 8 should be marked as "Eligible" for a discount; otherwise, mark them as "Not Eligible."</p> <p>Q. 1: (B). Find the total sales amount for products in the "Electronics" category using the SUMIFS function, considering only those with "Discount Eligibility" marked as "Eligible." Used Data Sheet Q. 1</p>	CO1	All Questions L6
<p>Q. 2: (A). Create a combo chart in Excel to visualize the historical prices of gold (per 10 grams) and diamonds over time. Use "Date" on the horizontal (X) axis and place "Gold Price per 10 grams (USD)" on one vertical (Y) axis and "Diamond Price (USD per carat)" on another.</p> <p>-Format the gold price as a line series and the diamond price as a column series. Ensure that the chart displays the data clearly and accurately.</p> <p>-Interpret the chart.</p> <p>-Add chart title, Label the Axis, Add legend. Use Data Sheet Q. 2 (A)</p>	CO2	

<p style="text-align: center;">Or</p> <p>Q. 2: (B). Task 1: Prepare a new dataset that combines "Sales," "Marketing," and "R&D" expenses into a single category named "Business Development." Group "Operations" and "IT" expenses into a category named "Infrastructure." Include "HR," "Finance," and "Legal" expenses as is. Provide the new total expenses for each category in the revised dataset.</p> <p>Task 2: Create a pie chart to visualize the distribution of expenses based on the revised dataset as shown in the picture. Use Data Sheet Q. 2 (B)</p>	CO2	
<p>Q. 3: (A). Task 1: In this dataset, the "Item Cost" column represents the cost of various items, and the "Sales Tax Rate" is fixed at 5%. Use the absolute cell referencing technique to calculate the total cost, including Sales Tax, for each item in the "Item Cost" column.</p> <p>Task 2: Convert the range into Table. Add a Total row and select the average for each column. Use Data Sheet Q. 3 (A)</p>	CO3	
<p style="text-align: center;">Or</p> <p>Q. 3: (B). You've taken out a loan to purchase a car. The loan amount is \$20,000 with an annual interest rate of 6%, and the loan term is 5 years.</p> <ol style="list-style-type: none"> a) Calculate the monthly loan payment (EMI) b) determine how much of your first monthly payment goes toward paying interest c) calculate the principal portion of your second monthly payment. d) You deposit \$1,00 at the end of every month. Calculate the future value of your investment after 10 years, given the 4% annual interest rate. <p>Use Data Sheet Q. 3 (B)</p>	CO3	
<p>Q. 4: (A). Use Data Sheet Q.4 (A) and given the below answer: -</p> <ol style="list-style-type: none"> a) How many properties in the dataset are categorized as "Apartment" in the "BusinessType" column and are insured against "Earthquake" b) What is the total insured value of properties categorized as "Office Bldg" in the "BusinessType" column, and insured against "Earthquake" c) What is the average insured value of properties that are insured against "Earthquake" in the "Earthquake" column and are categorized as "Apartment" in the "BusinessType" column? d) What is the total insured value of properties categorized as "Farming" in the "BusinessType" column and not insured against either "Earthquake" 	CO3	
<p style="text-align: center;">Or</p> <p>Q. 4: (B). Use Data Sheet Q.4 (B) and given the below answer: -</p> <ol style="list-style-type: none"> a) Calculate the number of orders in the dataset where the product category is "Office Supplies," the segment is "Corporate," and the profit is negative (less than 0). b) Determine the total sales amount for orders where the product category is either "Technology" and Region is "South". c) Determine the total profit for orders where the segment is "Consumer," and discount is greater than or equal to 0.3. d) Calculate the average quantity where the sub-category is "Phones" and Shipping mode is "Standard Class". 	CO3	
<p>Q. 5: (A). Use Data Sheet Q.5 (A) and given the below answer: -</p> <ol style="list-style-type: none"> a) How many days it take to ship product? Calculate difference between order date and shipping date by using Excel function. Answer in column Q. b) Write the customer full name by using Excel function in column R. 	CO4	

<p>c) Each product ID consists of three parts separated by hyphens (-). The first part represents the product category, the second part represents the sub-category, and the third part represents a unique product identifier. write a function (in column S) to extract only the sub-category part from each of the given product IDs.</p> <p>d) If length of the text in Category column is equal to 15, write "Office Supplies" otherwise write "NA" in column T.</p> <p style="text-align: center;">Or</p> <p>Q. 5: (B). Use Data Sheet Q.5 (B) and given the below answer: -</p> <p>a) Find Average Sales Amount</p> <p>b) Find Median Profit</p> <p>c) How many modes are there in the Quantity column? Display all modes with the help of function.</p> <p>d) Find Standard Deviation of Discount Column.</p>	CO4	
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Kindly fill the total marks allocated to each CO's in the table below:

COs	Marks Allocated
CO1	8 Marks
CO2	8 Marks
CO3	8 Marks
CO4	8 Marks

(Please ensure the conformity of the CO wise marks allocation as per your TLEP.)

Blooms Taxonomy Levels given below for your ready reference:

- L1= Remembering**
- L2= Understanding**
- L3= Apply**
- L4= Analyze**
- L5= Evaluate**
- L6= Create**