

Roll.No.

24PCOET3A03

SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)

(Affiliated to the University of Madras and Re-accredited with 'A+' Grade by NAAC)

Chromepet, Chennai - 600 044.

M.Com. - END SEMESTER EXAMINATIONS - NOVEMBER 2025

SEMESTER - III

24PCOET3A03 - Spreadsheet Management Skills

Total Duration : 1 Hrs.30 Mins.

Total Marks : 40

Section B

Answer any **TEN** questions ($10 \times 2 = 20$ Marks)

1. What are the different ways to modify the Name Manager dialog in Excel?
2. Explain the process of creating a new named range using the Name Manager tool.
3. Illustrate a scenario where the SUMIFS function is used in Excel.
4. Define Conditional Formatting and mention one use case.
5. Describe common issues that can arise when creating charts in Excel.
6. Show how to use COUNTIF and SUMIF for basic data analysis.
7. State two methods to select a row in a table in Excel.
8. Explain how reporting functions help analyze large datasets in Excel.
9. Give an example of using the PROPER function for data cleanup.
10. What is the main difference between the TODAY and NOW functions?
11. Describe the steps to convert a table back to a range in Excel.
12. Prepare a list of advantages of using Pivot Tables versus traditional formulas for data summarization.

Section C

Answer any **FOUR** questions ($4 \times 5 = 20$ Marks)

13. Apply the Name Manager to define and update named ranges for monthly sales data, and demonstrate how this helps when building formulas.
14. Classify different chart types available in Excel and discuss when it is appropriate to use a combination chart or secondary axis.
15. Justify the use of filters in Pivot Tables to create customized data views and summarize how they add value for business analysis.

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16. Prepare a conditional formatting rule for an attendance register that highlights absences, and explain its benefits for quick review.
17. Examine the risks of using linked workbooks in Excel and recommend best practices to avoid common pitfalls.
18. Apply the YEARFRAC function to compute the service length (in years) of employees, and compare it with manual calculation.
