

2025

(November-December)

STATISTICS

Paper: SEC-STS-101-T

**DATA SCIENCE USING MS EXCEL**

**Time: 2 Hours**

**Total Mark: 45**

**Pass marks: 14**

*(The figures in the right margin indicate full marks of the questions)*

1. Select the correct alternative: 1×10=10
- (a) Which of the following is not a component of MS Excel
- i. Worksheet
  - ii. Formula bar
  - iii. Slide master
  - iv. Ribbon
- (b) Which of the following is not a valid Excel function
- i. AVERAGE ( )
  - ii. MAX ( )
  - iii. COMPUTE ( )
  - iv. IF ( )
- (c) Which of the following is not an Excel function
- i. Mathematical
  - ii. Printing
  - iii. Database
  - iv. Logical
- (d) Which function adds up all the numbers in a selected range
- i. SUM ( )
  - ii. ADD ( )
  - iii. TOTAL ( )
  - iv. COUNT ( )
- (e) What happens when a user enters invalid data in a cell with data?
- i. Excel automatically accepts the data
  - ii. Excel deletes the data
  - iii. Excel displays an error message (if configured)
  - iv. Excel crashes
- (f) Which function returns the largest value in a set of values?
- i. =MAX ( )
  - ii. =MAX ( )
  - iii. =LARGE ( )
  - iv. =TOP ( )

- (g) which tab contains the conditional formatting option in MS Excel
- i. Home      ii. Insert      iii. Data      iv. View
- (h) Which option aligns text to the center of the selected cell horizontally?
- i. Align left      ii. Center  
iii. Justify      iv. Wrap text
- (i) Where can you find the merge options in Excel?
- i. File tab      ii. Home tab  
iii. Insert tab      iii. Data tab
- (j) What does HLOOKUP stand for?
- i. Very Long Operation      ii. Hierarchical Lookup  
iii. Horizontal Lookup      iv. Hidden Lookup
2. Answer the following questions in brief: 4×5=20
- (a) Explain the different components of MS-Excel application software.
- (b) How to merge cells in MS Excel?
- (c) What is a MS Excel? Explain any two of its features.
- (d) What is a pivot table? Write the steps to create a pivot table.
- (e) How to remove duplicates in MS Excel?
3. Answer ~~any six~~ <sup>three</sup> of the following questions: 5×6=30
- (a) What is data validation in MS Excel? Write the steps to apply it. Mention its features.
- (b) What is conditional formatting ? Write the steps to apply it.
- (c) Describe all the Excel function in MS Excel.
- (d) What is LOOKUP Function in MS Excel? Mention some common Lookup Function in Excel.
- (f) Describe some simple cell function in MS Excel.
- (g) How to transform raw data to frequency table?
- (h) How to add, subtract, multiply, divide column and row operations in MS Excel?

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