Roll No……

GL BAJAJ
Institute of Management & Research, PGDM Institute
Greater Noida
FIND YOUR SPARK

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

POST GRADUATE DIPLOMA IN MANAGEMENT (2022-23)
MID-TERM EXAMINATION (TERM -I)

Subject Name: **Excel for Managers** Time: **1:00 hrs.**
Sub. Code: **PG15** Max Marks: **40**

Note:

1. **All questions are compulsory. Each question carries 4 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.**

Q1 (Refer Sheet Q1) A dataset is given containing information about sales figures for a company's products. The dataset includes the following columns: S. No. Product Name, Units Sold, Price per Unit, and Total Revenue. Perform the following tasks:

a) Create below mentioned table in MS Excel from A1:E6
b) Insert a column "Discount %" between "Price per Unit" and "Total Revenue." Fill the "Discount %" column with random numbers between 0.02 and 0.20 for each row.
c) Insert the column "Discount Amount" next to "Discount %" column. Calculate discount amount for each product, which is the product of "Price per Unit," "Units Sold," and the "Discount %".
d) In column "Total Revenue" calculate Total Revenue After Discount for each product, which is the "Total Revenue" minus the "Discount Amount".

S. No.	Product Name	Units Sold	Price per Unit	Total Revenue
1	Pen Set	150	10	1500
2	Binder	200	15	3000
3	Desk	400	20	8000
4	Calculator	80	25	2000
5	Water Bottle	250	8	2000

Q2 (Refer Sheet Q2) A sales dataset containing information about different products' sales quantities for each quarter of a year is given below:

Product	Q1	Q2	Q3	Q4
Laptop	50	60	45	70
Mobile	30	40	50	55
Pen Drive	20	25	30	35
SUM				
AVERAGE				
MIN				
MAX				

a. Create this table in sheet Q2. Give appropriate formatting to the table.
b. Apply auto functions SUM, AVERAGE, MIN and MAX to calculate sum, average, minimum and maximum of each quarter.

Q3 (Refer sheet Q3) Enter the following data in cells A1:B5.

Product	Price
Cotton T-shirts	$25.00
Denim Jeans	$15.75
Silk Scarves	$32.50
Wool Sweaters	$50.00

a. In cell C2, use + operator to increase price by Rs. 10. Copy the formula from cell C2 and paste it in cells C3, C4 and C5.
b. Without using "Paste Special," copy cells C2:C5 and paste them into cells D2:D5.
c. Now, using "Paste Special," paste the copied cells C2:C5 and paste into cells E2:E5, choosing the "Values" option.
d. Observe and compare the results in columns D and E. Describe the difference you see in terms of formatting and values.

Q4 (Refer sheet Q4) You work for a retail company that sells three different products: Laptop, Mobile, and Pen drive. The sales data for the six years is given below:

Year	iPad	MacBook	Kindle
2018	850.00	1800.00	900.00
2019	1,500.00	1950.00	720.00
2020	1,800.00	1,100.00	850.00
2021	900.00	1600.00	750.00
2022	1,600.00	2000.00	780.00
2023	1,300.00	2250.00	620.00

a. Create a line chart to visualize the yearly sales trends for each product. Format the chart.
b. Add appropriate chart elements. Give the interpretation of the chart.

Q5 (Refer sheet Q5) Complete the following tasks:

a. Create a table with column headers S. No., Employee Name, Date of Joining and Salary.
b. Insert Title to the table "Employee Record of ABC Ltd." above the table. Use Merge & Center in Home Tab.
c. Enter some data in columns (you can use random function for creating data). [50 rows]. Give appropriate formatting.
d. Freeze the top row so that it remains visible while strolling through the data.

Q No.	CO	Marks	BT
1	**CO1**	**4**	**L2**
2	**CO1**	**4**	**L2**
3	**CO2**	**4**	**L3**
4	**CO2**	**4**	**L3**
5	**CO2**	**4**	**L3**