Roll No……

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

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

POST GRADUATE DIPLOMA IN MANAGEMENT (2025-27)
END TERM EXAMINATION (TERM -I)

Subject Name: **Excel for Managers** Time: **90 Min +30 Min**
Sub. Code: **PG105** Max Marks: **40**

Note:

1. **All questions are compulsory. Section A carries 12 marks: 6 questions of 2 marks each, Section B carries 18 marks having 3 questions (with internal choice question in each) of 6 marks each and Section C carries 10 marks one Case Study having 2 questions of 5 marks each.**
2. **Fill your details (Name, Admission Number, Course Name, Program, Batch, Date of Exam) on the first worksheet of Excel file.**
3. **Solve each question in respective sheet only, Q1 on next sheet to Details sheet, and so on.**
4. **Save the Excel file using "Room No._Full Name_Admission No._Section" for example (302_ramkishan_*****CN***_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:

S. No.	Course Outcomes (COs)	Bloom's Taxonomy Level
CO1	Identify Excel interface elements and perform basic operations using formatting tools	L-2
CO2	Demonstrate data visualization using charts, sparklines, and Excel's graphical tools	L-3
CO3	Apply sorting, filtering, and table features for efficient data organization and analysis	L-3
CO4	Analyze and interpret datasets using logical, statistical, and date-time functions.	L-4
CO5	Evaluate financial outcomes using Excel's built-in financial and logical functions.	L-5

SECTION - A

Attempt all questions. All questions are compulsory. **2×6 = 12 Marks**

Questions	CO	Bloom's Level
Q. 1: (A) Write a formula using the functions to calculate an employee's age as of today's date.	(CO1)	L2
Q. 1: (B) Use functions to extract names from email addresses.	(CO1)	L2

Date of Birth	Age (in days)
15-Feb-1995	
21-Aug-1989	
12-Nov-1998	
03-May-1992	

Email	Name
riya.kapoor@gmail.com	
aman.sharma@outlook.com	
neha.singh@yahoo.in	

rohit.bansal@company.org			

Q. 1: (C) Using TEXT functions, extract the month name from each date below. (CO1) L2

Date	Month
12-Jan-2023	
05-Mar-2023	
23-Jul-2023	
15-Nov-2023	

Q. 1: (D) Create an appropriate chart using this quarterly sales data and show the trend. CO2 L3

Quarter	Revenue (₹)	Profit (₹)
Q1	120000	15000
Q2	130000	18000
Q3	140000	20000
Q4	155000	25000

Q. 1: (E) Plot a Pie Chart showing percentage of total expenses. CO2 L3

Expense Type	Amount (₹)
Rent	18000
Internet	2500
Electricity	3500
Stationery	2000
Others	3000

Q. 1: (F) Compare monthly website visitors between 2023 and 2024 using a Line Chart and trendline for 2024. CO2 L3

Month	2023 Visits	2024 Visits
Jan	1100	1300
Feb	1250	1400
Mar	1400	1550
Apr	1500	1700
May	1600	1750

SECTION – B

All questions are compulsory (Each question has an internal choice. Attempt anyone (either A or B) from the internal choice) **6 x 3 = 18 Marks**

Questions	CO	Bloom's Level

Q. 2: (A). Sort the dataset by Region, then by Sales in descending order, and calculate total Sales. (CO3) L3

Region	Salesperson	Sales (₹)
North	Amit	25000
South	Neha	27000
East	Raj	22000
South	Pooja	29000
West	Asha	31000

Or

Q. 2: (B). Use Filter to extract only records with Sales greater than ₹25,000. CO3 L3

Region	Salesperson	Sales (₹)
North	Amit	25000
South	Neha	27000
East	Raj	22000
South	Pooja	29000
West	Asha	31000

Q. 3: (A). Using TEXT and/or DATE functions, display order month and year for each transaction below.

Order Date	Month-Year
05-Jan-2024	
22-Feb-2024	
13-Mar-2024	
14-Apr-2024	

(CO4) L4

Or

Q. 3: (B). Calculate Mean, Median, and Standard Deviation for the following scores using inbuilt functions.

Employee	Score
Amit	75
Riya	82
Sahil	69
Pooja	88
Neha	91

(CO4) L4

Q. 4: (A). A project requires investment and returns as below. Calculate NPV at 8% rate using Excel functions.

Year	Cash Flow (₹)
0	-200000
1	60000
2	75000
3	85000
4	90000

(CO5) L5

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Or

Q. 4: (B). . If you borrow ₹3,00,000 for 36 months at 9% annual interest, calculate: (i) The monthly EMI, and (ii) The total interest payable.

(CO5) L5

SECTION - C

Read the case and answer the questions **5×02 = 10 Marks**

Questions	CO	Bloom's Level
The company **"TechFin Solutions"** is launching a **5-year Digital Expansion Project**. The CFO wants to assess whether the project is financially viable and how annual sales performance can be classified for bonus allocation.		

Year	Sales Revenue	Operating Cost	Net Cash Flow
0	0	500	-500
1	200	80	(calculate)
2	240	100	(calculate)
3	280	120	(calculate)
4	320	120	(calculate)
5	370	120	(calculate)

CO4 L4

Questions:

Q. 5: (A). Enter the above dataset in Excel. Add a column to compute **Net Cash Flow = Sales Revenue – Operating Cost**. Calculate net present value of the project at 10% discount rate.

CO4 L4

Assume the ₹500 lakh initial cost is financed by a loan at 9% annual interest for 5 years. Calculate annual repayment. **Q. 5: (B). C**lassify each year's sales performance: • ≥ 300 → "Excellent" • 250–299 → "Good" • 200–249 → "Average" • < 200 → "Needs Improvement" Count how many years fall into each category. Calculate the total Sales Revenue for "Excellent" years.		

Kindly fill the total marks allocated to each CO's in the table below:

COs	Question No.	Marks Allocated
CO1	1a,b,c	6
CO2	1d,e,f	6
CO3	2	6
CO4	3,5	16
CO5	4	5

(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