



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## Criterion I Curricular Aspects

### **RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

#### **1.1 Curricular Planning and Implementation**

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of Continuous Internal Assessment**

### **OBE Mapped Question Papers**

Submitted to





Roll No.....

Name.....

**FIRST INTERNAL ASSESSMENT TEST, MARCH 2023**

**BBA SEMESTER - IV**

**BASIC INFORMATICS FOR MANAGEMENT**

**Time: 1 ½ Hour**

**Max. Marks: 30**

**PART - A**

**Answer all questions. Each carry 2 marks.**

1. What are the advantages of electronic spreadsheet?
2. What is goal seek?
3. What is a macro?
4. Explain any two statistical functions.
5. Explain bar chart.

**(2x5 = 10)**

**PART - B**

**Answer any 2 questions. Each carry 5 marks.**

6. Explain the screen components of Excel.
7. Define formulas in excel with an example.
8. Explain the steps for creating a chart in Excel? List out at least 5 charts.
9. Explain Sort and filter options in Excel.

**(5x2 = 10)**

**PART - C [Course Outcome: CO-1]**

**Answer any one question. Each question carries 10 marks**

10. a) XYZ Corporation has provided you with quarterly sales data for its four regional offices over the past two years. Using Excel, create a comparative analysis chart that effectively displays the performance of each region across the quarters.

OR

b) Using Excel's conditional formatting, highlight the top 10%, bottom 10%, and any sales below a \$10,000 threshold from a monthly sales report. Explain the steps you took and how this helps in managerial decision-making. **(10x1=10)**

