

International Institute of Health Management Research (IIHMR)
NEW DELHI
Batch- 2021-23
Term Exams: March 2022

Time – 1 Hr

Total marks: 70

Excel Skills for Business Essentials (Elective)

Q1. Attempt all questions- MCQ/True-False/Fill in Blank

(34*1=34 Marks)

1. Alt+Shift+F1 inserts
 - a. a new worksheet
 - b. a new workbook

2. Ctrl+F2
 - a. displays the print preview area on the Print tab in the Backstage view
 - b. It is used to display the macro dialog box.

3. Ctrl + S
 - a. Save a spreadsheet
 - b. is used to close the currently open document or a file quickly

4. What is value of 2^4
 - a. 16
 - b. 8

5. Vlookup can filter large volume of data to provide the appropriate values based on the given conditions.
 - a. True
 - b. False

6. To enable the Data Analysis tool in Excel
 - a. go to the File tab
 - b. go to the data tab

7. Data entry form can be created in Excel using
 - a. File tab
 - b. Data tab

8. Data validation dialog box is have feature of
1. Input Message
 2. Error Alert
 3. Both
9. Which statement is true
- a. Workbook contain one or more worksheet
 - b. Worksheet contain one or more workbook
10. Which statement is true
- a. Chart can be prepared using insert tab
 - b. Chart can be prepared using PIVOT table data
 - c. Chart can be prepared using insert tab or PIVOT table data
 - d. All of above is true
11. In management information systems, a dashboard is
- a. an easy to read, often single page, real-time user interface, showing a graphical presentation of the current status and historical trends of an organization's key performance indicators to enable instantaneous and informed decisions to be made at a glance
 - b. In real-world terms, "dashboard" is another name for "progress report" or "report."
 - c. Often, the "dashboard" is displayed on a web page that is linked to a database which allows the report to be constantly updated.
 - d. All of the above is correct
12. Which statement is not true
- a. A Pivot Table is one of the basic data analysis tools.
 - b. Pivot table helps us calculate the frequencies easily by assigning a counter variable.
 - c. Pivot table are used to summarize, reorganize, group, sort, count, total or average data stored in a database.
 - d. Pivot Table does not allows its user to transform columns into rows and rows into columns.

13. keyboard shortcut Alt+ N+ V can be use

- a. To create Pivot table
- b. To prepared dashboard

14. Data Security is

- a. component of data management
- b. component of data analysis

15. Which is data analysis tool

- a. PSPP
- b. R
- c. BlueSky
- d. Excel
- e. Python
- f. All are above

16. Descriptive Statistics is

- a. related to summaries the data
- b. when we take sample from population and find statistics related to sample and judge the population based on sample

17. Statistics is

- a. the science which deals with the analysis of numerical data
- b. the science which deals with the collection and analysis of numerical data
- c. the science which deals with the collection, analysis and interpretation of numerical data

18. If value of P is less than 0.05

- a. It means it is statistically significant
- b. It means calculated t value is larger than critical value of t
- c. It means confidence interval does not include zero
- d. All are true

19. If we have categorical data the we can used

- a. One Sample t test
- b. Paired t test
- c. Two independent t test
- d. Chi square test

20. Frequency formula is

- a. Frequency (data_array)
- b. Frequency (data_array,bins_array)
- c. Frequency (bins_array)

21. *Query languages....*

- a. Allow analysts to isolate specific information from a database(s)
- b. Make it easier for you to learn and understand the requests made to databases
- c. Allow analysts to select, create, add, or download data from a database for analysis
- d. All of the above

22. *Which is Visualization tool*

- a. Tableau
- b. Looker
- c. R
- d. Python
- e. a, b, c & d are used for visualization

23. . = (equal sign) is

- a. Comparison operator
- b. Text operator
- c. Arithmetic operator
- d. Reference operator

24. Frequency table and cross table can be done through using Pivot table

- a. True
- b. Flase

25. Indicators are generally defined as “variables that help to measure changes, directly or indirectly”

- a. True
- b. False

26. Excel data validation is a feature that allows you to control the type of data entered into your worksheet

- a. True
- b. False

27. Data cleaning is important because it improves your data quality and in doing so, increases overall productivity.

- a. True
- b. False

28. Google Sheets is not spreadsheet applications

- a. True
- b. False

29. R and Python are not used for visualization

- a. True
- b. False

30. Identify and use different data formats, types, and structures is process steps to data analysis process

- a. True
- b. False

31. We can used Count command in Pivot table to generate frequency distribution of variable

- a. True
- b. False

32. Pivot Chart gives interactive filtering controls on the chart

- a. True
- b. False

33. Identify patterns and draw conclusions is analyse step of data analysis process ,

- a. True
- b. False

34. What is Excel command for Correlation Coefficient

Q2. Describe (in brief) six stages of data life cycle and six steps to data analysis life Cycle
(6*3+6*3=36 Marks)