MAHATMA GANDHI UNIVERSITY, KOTTAYAM

MGU-UGP (HONOURS) REGULAR EXAMINATION MARCH 2025

SECOND SEMESTER

Multi-Disciplinary Courses (MDC) - MG2MDCCSC101 - MASTERING SPREADSHEETS

(2024 ADMISSION ONWARDS)

Duration: 1 Hours   **Maximum Marks: 35**

Remember(K), Understand(U), Apply(A), Analyse(An), Evaluate(E), Create(C), Skill(S), Interest(I) and Appreciation(Ap)

Students should attempt at least one question from each course outcome to enhance their overall outcome attainability.

Part A

MCQ

Answer all questions

Each question carries **1** marks

1. Which alignment option is used by default for text entries in LibreOffice Calc?   [K] / [CO1]

   a). Left   b). Right

   c). Center   d). Justified

2. Where can you manage Named Ranges in LibreOffice Calc?   [K] / [CO1]

   a). Sheet → Named Ranges and   b). Format → Cells
   Expressions

   c). Edit → Named Ranges   d). Tools → Options

3. Identify an example of data visualization in spreadsheets.   [U] / [CO1]

   a). Writing a report   b). Formatting text in bold

   c). Inserting a header   d). Creating a chart or graph

4. Which of the following data types is used to store values like 12-05-2024 or 15:30:00 in LibreOffice Calc? [U] / [CO1]

   a). Number   b). Text

   c). Date/Time   d). Boolean

5. How is a cell referenced in LibreOffice Calc? [U] / [CO1]

   a). Row number followed by column letter (e.g., 5A)   b). Column letter followed by row number (e.g., A5)

   c). Column number followed by row number (e.g., 1,5)   d). Sheet number followed by column letter (e.g., S1A5)

6. What happens if you use multiple criteria with "OR" conditions in an Advanced Filter? [U] / [CO1]

   a). Only rows that match all conditions are shown.   b). No data is shown.

   c). Only rows that match one of the conditions are shown.   d). Only unique data is shown.

7. What is the primary purpose of Auto Fill in Libre Office Calc? [K] / [CO1]

   a). To format cells   b). To copy data and fill a series of numbers,dates etc

   c). To delete duplicate entries   d). To sort data in ascending order

8. What does "Rows" mean in LibreOffice Calc's Find and Replace dialog? [U] / [CO1]

   a). It searches for the term from left to right across the rows   b). It searches for the term from top to bottom along the columns

   c). It searches within a specific row   d). It stops searching when a row is reached

9. What is the primary purpose of a chart in a spreadsheet? [K] / [CO2]

   a). To format text in cells   b). To visually represent data for better understanding

   c). To sort and filter data automatically   d). To store large amounts of text information

10. What is the purpose of ROUND() function in LibreOffice Calc? [U] / [CO2]

   a). Find the square root of a number   b). Round a number to a specified number of decimal places

c). Calculate the remainder of a division

d). Convert numbers to text

11. What is the benefit of using the Autosum feature instead of manually typing a SUM formula? [U] / [CO2]

a). It saves time

b). It reduces errors

c). It provides more flexibility

d). All of the above

12. Which of the following is NOT an advantage of using macros? [U] / [CO2]

a). Automates repetitive tasks

b). Reduces human errors

c). Requires manual execution each time

d). Saves time and increases efficiency

13. What will =RIGHT("Programming", 4) return in LibreOffice Calc? [A] / [CO2]

a). gram

b). ramm

c). ming

d). ammi

14. What will be the result of the formula =IF(A1=0, "Zero", "Non-Zero") if the value in cell A1 is blank? [A] / [CO2]

a). Zero

b). Non-Zero

c). #N/A

d). ""

15. What is the output of =YEAR(TODAY()), if today is 18th March 2025? [A] / [CO2]

a). 2023

b). 2024

c). 2025

d). 2026

[1x15 = 15]

Part B

Short Answer Questions

Answer any **4** questions

Each question carries **5** marks

16. What are the different ways to import data into LibreOffice Calc? Give examples of supported file formats. [K] / [CO1]

17. Explain the process of applying conditional formatting to a range of cells in a spreadsheet. [U] / [CO1]

18. List and briefly explain different categories of functions available in spreadsheets. [K] / [CO2]

19. Provide an example dataset and describe how to summarize data using a Pivot Table. [U] / [CO2]

20. Explain absolute referencing used in spreadsheets with example. [U] / [CO2]

21. In a bar chart comparing product sales, the legend is missing. How would you add and customize a legend to enhance the chart's readability? [A] / [CO2]

[5x4 = 20]