



DPP-5469

**H. R. D. (Five Year Integrated Course)
(Sem. I) Examination**

April/May - 2016

UG-HR-DC-04 : Data Analysis & Spread Sheets

Time : 2 Hours]

[Total Marks : 50

Instructions : (1)

नीचे दृशावेक निशानीवाणी विगतो उत्तरवही पर अवश्य कपवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="H. R. D. (Five Year Integrated Course) (Sem. I)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="UG-HR-DC-04 : Data Analysis & Spread Sheets"/>	<input type="text"/>
Subject Code No. : <input type="text" value="5"/> <input type="text" value="4"/> <input type="text" value="6"/> <input type="text" value="9"/>	<input type="text"/>
Section No. (1, 2,.....) : <input type="text" value="Nil"/>	
Student's Signature	

- (2) All questions are compulsory,
(3) Figures to the right indicate full marks.

- 1 Explain the following functions: **5x2=10**
- (1) ROUND(real number, places of decimals)
 - (2) LOG(number)
 - (3) AVERAGE(string)
 - (4) PROPER(string)
 - (5) POWER(base, power)

- 2 Explain the process of inserting a row and column in a spreadsheet. In how many ways can you do this? What are the methods of increasing row and column widths? **13**

OR

- 2 When is it required to transpose data? What is the procedure to transpose your data? **13**
- 3 What is absolute and relative cell referencing? Give examples as to when absolute cell referencing is required and when relative cell referencing is required. **13**

OR

3 How will you insert a line chart in Libreoffice Calc? **13**
What kind of data are required for generating a line chart?

4 How are descriptive statistics generated using Analysis **14**
Toolpak of MS-Excel?

OR

4 Describe any four commands of Format menu of **14**
Libreoffice Calc.
