

Unique paper Code : 61013921

Name of the Paper : Skill Enhancement Course – IT Tools for Business

Name of the Course : Bachelor of Management Studies

Semester : III

Duration : 3 hours

Maximum Marks : 75

Instructions for the Candidates:

1. Attempt **ANY FOUR** questions.
2. All questions carry equal marks.

Q 1 You are a teacher at MVC public school teaching at the sociology department. You are required to keep a record of all the students of eleventh class who have taken up humanities as their stream of choice. Details such as name, date of birth, marks of sociology and other subjects, participation in activities of the college, need to be recorded. Suggest which object you will use to create a database for the same. Also, using other objects, specify how to extract information about students whose average is above 80% and have also actively participated in college events. Please ensure the data is only for students who have joined for the 2018-2021 batch.

Q 2 You are a journalism student who has been asked to write an article on the current situation in the country and its impact on the environment. The article needs to be in a book format. The articles should also include images, pages with images need to be separate and in landscape orientation. You need to ensure that your article is supported by facts and figures for which a table needs to be created. You need to insert a PowerPoint presentation within your document as a clickable reference for the readers. You need to ensure there is no grammatical mistake once you've completed the article. State the steps for above.

Q 3 You have recently joined a food delivery startup as an associate. Your job requires you to keep a record of all delivery partners and of all the customers. State the steps for creating a pivot table for this data. Also, with the help of some examples explain how pivot table can be used as an effective tool for data summarization. The founder has also given you a sales goal for the month of June and July 2020. He has asked you to evaluate the cost and price with respect to these goals. How will you use data analysis tools in a spreadsheet to ascertain these values?

Q 4 You are an employee at the HR department of Sales Wish, a manufacturing concern. You are required to keep a database of all salespersons and customers. You are required to create a form that can be used by all salespersons to enter details about their customers. This will reduce your workload and also ensure regular updating of records. State the steps for creating a form for the above case. Also explain what are bound, unbound and calculated controls? Which tool is used for formatting a form in a database? State any five formatting options that can be used in a database.

Q 5 You are a college student who is also an upcoming author. You've written 560 pages of your book and now you're reaching the completion stage. You're preparing your manuscript for mailing to publication houses, explain the margin that you will use for binding the document. What are the other types of margins you can use? Also explain how paragraph spacing and indentation will act as assistive tools for your book writing. Give an example and explain how you will use captions, bibliography and table of contents as tools in your document.

Q 6 You are working as the manager of a sales team at ABC consulting company. Your company has large amounts of data of the top companies of the country which is highly confidential. During the covid period, the entire office is operation online. State the steps to protect your word document while emailing it to your team members. Explain any five functions that can be used in a spreadsheet for financial and statistical analysis? Also explain the three types of cell referencing and their interaction with formulas.