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 : 50

Instructions for the Candidates:

1. Attempt ANY FOUR questions.

2. All questions carry equal marks.

Q1. You are working as a Stock Manager in the stock department for an automobile spare part company. You are responsible for maintaining the stock of various products. The company deals in 3 products namely windshield, bumper and seat covers. You need to make a database which includes 3 tables - stock table with the fields Product Code, Product Name and Quantity, purchase table with the fields Invoice number, Product code, Rate and Quantity and a sales table with the fields Invoice number, Product code, Rate and Quantity. Identify and explain the data types and validation rules you will be using to create these tables. What can be the primary and foreign key for these tables? How can you compute the total sales revenue and purchase cost with the help of a Query? Explain with the help hypothetical figures.

Q2. You are working with XIS Bank as a loan manager, you sell loan products ranging from Home Loan, Car Loan, Business Loan and Personal Loan. Bank management has provided you data of prospective loan clients with high, medium and low credit score in separate worksheets. The duration for the loan can be from 1- 5 years. You need to suggest the management how this information can be presented in a single dynamic spreadsheet with the help of consolidation tool and pivot table. Explain the steps for the process with the above example.

Q3. Sameer has been asked by his senior to prepare a worksheet for him that contains confidential information of their company. The worksheet includes a lot of numerical data in a tabular form. Explain how all types of cell referencing will be useful for his work. Also explain how he can protect his data in parts and as a whole to maintain the confidentiality. Suggest five formulas that he can use in Microsoft Excel that will come handy for him in this situation.

Q4. You are a cycle manufacturer who manufactures 2000 cycles per annum at a unit cost of Rs. 800. You have two options to sell them, selling to approved stockists at a unit price of Rs. 1100 or selling in open market for a unit price of Rs. 1200. There is a fixed cost of production i.e. Rs. 100000. Currently you sell 40% of your production in the open market. For the current business situation, the profit earned is Rs. 4,60,000. If you wish to know what percentage of units produced should be sold in open market in order to make a profit of Rs. 5,00,000, which Ms-Excel tool you will use? Explain the steps. Also explain the steps that

you will follow in Ms-excel to determine the proportion required to be sold in open market to achieve the profit of Rs, 5,00,000.

Q5. Mr. Sharma has been a journalist for the past 10 years. He has been writing articles for a newspaper all his life. Recently he has been asked to switch to a digital approach. Since he is a beginner with computers , his daughter Radha is planning to teach him how to use Microsoft Word. Explain the following tools and the role they will play in this process – page and section breaks, cross referencing, spell check, newspaper columns, tabs, end notes and foot notes.

Q6. JKS Ltd surpassed its targeted sales in the year 2021. Shyam, the general manager of JKS Ltd. has been asked by the CEO to write a letter of appreciation to all the employees of the company. They also want to start the offline mode of working in their company at 50% occupany. The letter has to personalized mentioning their name, designation, department, years of service and a personal message for everyone. Using the above situation, write down how mail merge can be used by Shyam as an effective tool.