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6. Explain field validation rule in MS Access? Explain any FIVE record validation rules with the help of examples.

[This question paper contains 4 printed pages.]

Your Roll No.....

**Sr. No. of Question Paper : 7529**

Unique Paper Code : 61013921

Name of the Paper : IT Tools for Business (SEC)

Name of the Course : **Bachelor of Management Studies (BMS), 2023 (LOCF)**

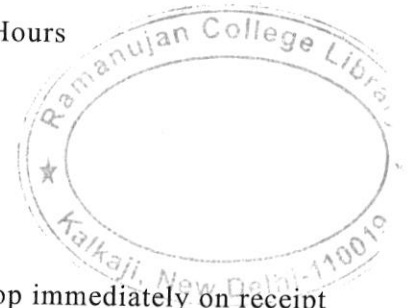
Semester : III

Duration : 3 Hours

Maximum Marks : 50

**Instructions for Candidates**

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt **5 (Five)** questions in all.
3. **All** questions carry equal marks.



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4. Attempt parts of a question (if any) together.
5. The questions may be attempted according to Microsoft Office suite or any other equivalent software used for instruction.
1. Assume you have decided to open a retirement account when you get out of college. You decide that you will start by contributing \$2,000 at the beginning of each year, with that amount increasing by \$100 each year, assuming a 5% annual interest rate.
  - (i) State the steps to set up a spreadsheet to compute the balance at the end of 40 years.
  - (ii) With the help of Goal Seek how can we have a balance of \$500,000 after 40 years by changing the initial deposit? (5×2)

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2. Differentiate between a report made in MS word and a report made in MS Access. According to you, which one will be a better option in terms of ease of process? State your reasons.
3. What is the benefit of a custom dictionary? State THREE reasons why a custom dictionary may be a problem for a content writer.
4. Should you be creating multiple workbooks instead of multiple worksheets and why? Is there a difference between sparkline graphics and charts? Support your answer with explanation.
5. Explain the importance of scenarios manager under what if analysis in MS Excel. What is the significance of a ruler in MS Word? What are mirror indents?

P.T.O.