



INDIAN INSTITUTE OF MATERIALS MANAGEMENT
Post Graduate Diploma in Logistics Management

Dec 2013

PAPER - 8.2
INFORMATION TECHNOLOGY (Practical)

Date: 18.12.2013

Time : 10.00 a.m. to 12.00 p.m.

Max Marks: 50

Duration: 2 Hrs

Instructions:

1. Use of calculator is not permitted. Word or Excel sheet may be used for calculations.
2. File names and its details are to be indicated in the table given at the end of paper.
3. Failure to save the file may result in loss of answers and marks.
4. Question paper contains three parts:
 - a) MS –Word
 - b) MS – Excel
 - c) Power Point

PART A (MS – Excel)

20 marks

Answer any 2 questions from the following. (Each question carries 10 marks)

Q1. A furniture shop sells furniture to customers on credit. The credit terms request the customer to make a deposit of 25%. The balance after the total deposit is paid in monthly instalments over 24 months without interest.

The shop customers & furniture credit values are :

Name	Furniture value	Deposit	Balance	Monthly installment
Meena	56,0000.00			
Veena	55,0000.00			
Reena	98,0000.00			
Leena	34,0000.00			
Krupa	45,0000.00			
Sana	13,0000.00			
Sameera	67,0000.00			
Riddhi	7,00000.00			
Siddhi	87,00000.00			

1. Design a spread sheet of the data above & save it as furniture.
2. Make all titles bold and shade the cell background for titles in light grey colour.
3. Format the decimal value to zero decimal points.
4. Use formulae to calculate values for deposit, balance & monthly instalments.
5. Sort the sheet in alphabetical order of names.

6. Insert borders on all entries and save the sheet as furniture2

Q2. Demonstrate the following functions in excel:

Yearfrac today even fact
True FVmax min

Q3. ON A NEW SHEET create a fully labelled,(take any example)

- i. Column graph
- ii. Bar chart
- iii. Pie chart
- iv. Bar chart

Ms Office word

20 marks

Answer any 2 questions from the following. (Each question carries 10 marks)

Q4. You are supposed to create a word processing file using MS Word 2007, according to the instructions given below

Academy award

The Academy Awards, informally known as The Oscars® , are a set of awards given annually for excellence of cinematic achievements. The Oscar statuette is officially named the Academy Award of Merit and is one of nine types of Academy Awards. The Academy Awards ceremony is also the oldest award ceremony in the media; its equivalents, the Grammy Awards (for music), Emmy Awards (for television), and Tony Awards (for theatre) are modeled after the Academy.

Current special categories

Academy Honorary Award: since 1929

Academy Scientific and Technical Award: since 1931

Gordon E. Sawyer Award: since 1981

1. Format the entire document as given below.

>Line spacing: 1.15" >Font: Times New Roman >Font size: 14

>Align: Justify

2. Select the heading "Academy award" and format it as given below.

>Font color: blue >Style: Bold and underline >Align: Center

>Change all the letters to UPPERCASE

3. Create a bulleted list for the last 3 lines of text given under "Current special categories" and format it as follows.

Academy Honorary Award: since 1929

Academy Scientific and Technical Award: since 1931

Gordon E. Sawyer Award: since 1981

Q5. Create a business letter and send it to your department (at least 5 people) using mail merge functions.

Q6. . Write an invitation letter for a get-together program of your organization and send it to 10 clients of your organization using mail merge features.

Ms PowerPoint

10 marks

Question carries 10 marks. (Answer any one from the following)

Q7. You are supposed to create a presentation file using Microsoft Office PowerPoint 2007, according to the instructions given below

1. Create a presentation

2. Modify the presentation as follows.

a) Insert a suitable design template.

b) Insert a footer to show Your name and your Registration No. as given in the

following example.

e.g. K.A.Perera | pcmb024

c) Insert Today's date as a fixed date in the date area.

d) Make necessary changes to appear slide numbers in the slide number area.

e) Make necessary changes so that the footer, date and the slide number do not appear on the title slide (first slide).

Add content to the title slide (first slide) by following the instruction given below.

a) Type "Tea" as the slide title and it's format should be

Font Type: Arial, Style: Bold, Size:96, Color: Black

b) Type "©Wikipedia" as the sub title and insert the following image from the resources directory to a suitable location.

File name: P01 .jpg

4. Add content to the second slide by following the instruction given below.

a) Type the slide title as, "Tea & Health effects" and format it as,

Font Type: Arial, Style: Bold, Size:44, Color: Black

b) Insert the following content as shown below.

Tea is an aromatic beverage.

Here are some of the potential health benefits of tea;

1. Immunity against intestinal disorders.

2. Prevention of dental care

Q8. Use animation effects and tables and charts:

Create a presentation title on cancer.
