

**INDIAN INSTITUTE OF MATERIALS MANAGEMENT**  
**Post Graduate Diploma in Logistics Management**

**PAPER-8.2**  
**INFORMATION TECHNOLOGY (Practical)**

Date: 14.06.2009  
Time: 10.00am To 12.00pm

Max. Marks: 50  
Duration: 2 hrs

**Read the instructions carefully :**

- 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 answer and marks.
  - 4] Question paper contains three parts:
    - a) MS Word
    - b) MS Excel
    - c) Power Point
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**PART A (MS WORD)**

**Q.1 Answer any two of the following questions; each correct answer carries 5 marks.**

- Q.1 Manager of the ABC Company wants to call a meeting with the dealers to take stock of pending collections. Write down a fax using FAX wizard of MS WORD to urgently call the all the dealers.
- Q.2 Prepare the format with appropriate layout of Visitors gate Pass which can be allowed to meet the employees of the company during working hours.
- Q.3 Research laboratory head needs the following items to be purchased from M/S Computronics Ltd,  
a) Samsung make TFT 17" Monitor, qty 25, Rs 10000/- each as per Quotation  
b) Hard Disk (SATA) 120 GB, qty 20, Rs 6000/- each  
c) Logitech Make Web Cam, qty 20, Rs 1000/- each.  
In this quotation M/S Computronics Ltd has ensured 5 % discount on total bill amount. The sales tax is 2%. Full payment is made at the time of placing the order. All the items should a carry a warranty of three years from the date of purchase order. Prepare purchase order containing item details, condition mentioned.
- Q.4 ABC teaching Institute would like prepare defaulters list with available records from the each department like roll no, name, attendance in each subject total lectures held. Prepare sample of defaulter list whose cumulative attendance is less than 75 %. Assume suitable data.
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### **PART –B (MS EXCEL)**

**Answer only two questions from the following.**

**Q.1 is compulsory carries 20 Marks. Attempt any one from remaining questions for 10 marks**

- Q.1 A Leading food processor manufacturing company has target for new financial year 2009-10 is to sell 10000 cars. Price of food processor is Rs3500. All the parts of the food processor are manufactured in house having setup cost Rs. 200 Lakhs and variable cost per food processor is Rs.1000/-

Find out profit loss in year 2009-10 if company achieved its target.

- Q.2 Prepare a salary slip using MS EXCEL for following payment structure.

Basic Pay : 8000/-

Merge: 50 % of Basic (4000/-)

DA: 47% of Basic+Merge(5640/-)

HRA: 30% of Basic+Merge(3600/-)

TA: 800/-

Special Allowance: 2000/-

Professional Tax deduction: 250/-

- Q.3 Company has taken a loan Rs. 20,00000/- from ICICI Bank for 15 years on the following terms and conditions.

a) Interest rate is 9% on the outstanding loan amount

b) Every year Rs. 100000/- is to be refunded with interest (principal + interest).

Prepare excel sheet showing total amount (principal + interest) to be refunded every year and total interest paid by the company.

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### **PART –C (POWER POINT)**

**Answer any one question which carries 10 marks.**

- Q.1 Using power point, prepares flow chart for Educational organization for given posts.

1. Secretary
2. Director
3. Joint director
4. Principal
- 5 Head of the department
6. Professor
7. Assistant Professor
8. Lecturer
9. Technical Assistant
10. Peon

**Q.2** Show the performance in terms of profit and turnover of soft drinking manufacturing company for following data and plot on XY scatter curve

1	2	3	4	5	6	7	8	9
7	8	10	12	11	13	17	21	26

**Table given has to be filled by the student (details of file created)**

Q. No	Drive	Folder	File name	Work sheet if any	Marks awarded ( to be filled by the examiner)

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