



INDIAN INSTITUTE OF MATERIALS MANAGEMENT
Post Graduate Diploma in Logistics Management

Dec 2012

PAPER - 8.2
INFORMATION TECHNOLOGY (Practical)

Date: 12.12.2012

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 - WORD)

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

Q.1 To prepare Paysheet of seven employees using table menu.

Calculate Total allowances, Total deductions, Gross salary, Net salary.

Q.2. Create a list of 7 best friends. Create an Invitation letter. Use Mail Merge feature of MS-

WORD to create a Invitation letter for each of your friend from the above two files.

Q.3 Prepare a business letter to appoint a candidate in your company for Project placement.

Use different MS-WORD features.

PART B (MS - EXCEL)

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

Q.4 Create the following document add the following data :

Sr. No.	Country	Matches Played	Won	Lost	Winning Percentage
1	SOUTH AFRICA	100	75	25	
2	AUSTRALIYA	200	130	70	
3	PAKISTAN	300	200	100	
4	INDIA	250	125	125	
5	NEW ZELAND	200	90	110	
TOTAL		1050	1450	790	660

1. Calculate the winning percentage for all the teams.
2. Set the left alignment for all data.
3. Bold all headings.
4. Add blank column to the right.
5. Add blank row to the bottom.

Q.5 To Demonstrate following Functions in Excel.

ROUND ()

SUMIF ()

NOW ()

COS ()

COUNT ()

Q.6 To Demonstrate the following formatting and data operations.

1. Font Formatting
2. Numbering Formatting
3. Hide/Unhide of Row or column
4. Formatting Rows & column
5. Sorting Data

PART C (PowerPoint)

Question carries 10 marks.

Q. 7 Create 7 Slides on annual day of your college and perform the following:

- Give Header and Footer
- Give Background Color
- Apply Effects
- Insert Picture from Clip Art
- Insert Slide Numbers