



INDIAN INSTITUTE OF MATERIALS MANAGEMENT
Post Graduate Diploma in Logistics Management

June 2012

PAPER - 8.2
INFORMATION TECHNOLOGY (Practical)

Date: 13.06.2012

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 five employees using table menu.

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

Q. 2 Write a invitation letter about Foundation day of your organization and send it to 7

clients of your organization using mail merge facility.

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

Use different MS-WORD features.

PART B (MS - EXCEL)

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

Q.4 To prepare a worksheet of Income and Expenditure Account (A/C) of your company with minimum 10 cell values and find out the profit or loss. Create a chart showing chart title and legend.

Q.5 To Demonstrate following Functions in Excel.

COUNT()

ABS()

FLOOR()

TODAY ()

SUM ()

Q.6 To Demonstrate the following formatting and data operations with example:

1. Setting Horizontal and Vertical Alignment
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 Prepare a PowerPoint presentation on University-Industry Interaction on the issues arise of employment. Your presentation should have minimum seven slides with different PowerPoint features.
