



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

**June 2014**

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

**Date: 18.06.2014**

**Time : 2.00 p.m. to 4.00 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

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**PART A (MS - WORD)**

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

Q.1 Explain how to prepare

1. Pay slip of employee using table menu.
2. Add employee's profile and
3. Calculate Total allowances, Total deductions,
4. Gross salary, Net salary.

Q.2. Write an invitation letter for induction program of your organization and send it to 5 clients of your organization using mail merge features.

Q.3 Prepare a business letter to appoint a Project Manager in your company. Use as many MS-WORD features as possible.

## **PART B**

**(MS - EXCEL)**

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

Q.4 Write formulas for the operations based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max				--		
8	Total		--				

- To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F.
- To calculate average marks for each student and display them in column G.
- To calculate the highest marks in Computers and display it in cell E7.
- To calculate the total number of students appearing for the Science test and display it in cell C8.

**Q.5 Demonstrate following functions of excel:**

SQRT(), AVERAGE (), MAX(), MIN(), COUNT(), SUM(), IF(),

SUMIF(),UPPER(), LOWER()

**Q.6 Prepare worksheet, add appropriate data and Create various types of Charts:**

Bar, Pie, Histogram, line chart etc.

**PART C**

**(PowerPoint)**

**Question carries 10 marks.**

Q. 7 Prepare 10 Slides for advertising your product or service.

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