

**INDIAN INSTITUTE OF MATERIALS MANAGEMENT**

**DEC-2010**      **Post Graduate Diploma in Logistics Management**

**PAPER-8.2**

**INFORMATION TECHNOLOGY (Practical)**

Date: 15. 12.2010

Max. Marks: 50

Time: 10am to 12.00pm

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)**

Answer any two questions from the following; ( Each correct answer carries 10 marks)

1. You have placed a purchase order on M/s International Air Conditioning Corporation India Ltd. New Delhi for supply of 10 no. air conditioners. The company has supplied 5 nos. only till date . Please prepare a business letter to your supplier for immediate supply of balance items and deputing a service representative for installation of air conditioners .  
Use page setup, formatting features , alignment of text and special effects etc.
2. Pleas prepare a purchase order on M/s India Education Mart , 22 Raja Ram Mohan Roy Marg Mumbai for purchase of the following books on behalf of Indian Institute of Materials Management, National Headquarters. The details as per quotation are as given below.  
Fundamentals of Materials Management, quantity 5000 nos. at price of Rs. 300/- .  
Business Economics, quantity, 4500, at price of 295/-  
Quantitative Techniques, quantity 5260 at a price of Rs. 335/-  
  
In the quotation M/s India Education Mart has given 15% discount on the total bill amount. 10 % additional discount for an item quantity exceeding 5000 ns. The sales tax may be assumed as 4%. Payment of 90 % is made at the time of placing the order and balance payment is made after receipt of the books.
3. The employees of M/s. Ajanta & Allora Tours & Travels are to be informed about four holidays 26<sup>th</sup> January, 15<sup>th</sup> August, 2<sup>nd</sup> October, 25<sup>th</sup> December .Create a list of seven employees who are working in the company. Write a standard letter regarding

holidays Use mail merge feature of MS word to create individual letters for each of the employees from the above two files.

### Part B (MS excel)

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

1. Create a worksheet of ten items of daily use in your house like rice , potato, vegetables, toothpaste , soap , etc. The data may be the standard data from your experience and include price of item, quantity of purchase, date of Purchase and time of purchase.

You are required to perform the following operations for your above worksheet.

1. Different Formats of Numbers.  
2. Different formats of dates  
3. Different formats of Time  
4. Formulae to calculate order values of individual items.  
5. Formulae to calculate total values of order.
2. The following data represent samples of the processing time for 10 numbers of an item manufactured at two production plants located at Bangalore and Chennai.

Manufacturing Plant at Bangalore

15.25 18.20 11.25 10.40 16.46 22.60 12.45 17.58 25.41 11.42

Manufacturing Plant at chennai

12.54 11.46 16.66 12.32 25475 15.63 1829 13.13 13.75 10.74

You are require to calculate the following for both the plants

- a. Compute the arithmetic mean and median.
  - b. Compute the first quartile and third quartile.
  - c. Construct a side by side box and whisker plot.
- 3 Calculate total income of employees of Materials Managers Club and create a pivot table and pivot chart through Ms-Excel.

Employee No	Name	Salary	Overtime	HRA
E521	Ram	40000	0	5000
S121	Rahim	20000	920	2000
S122	Robin	18000	500	1800
S123	Roshan	16000	800	1600

4. The following data was made available to you from the books of accounts of a retail company selling sports materials.

Month	No. of bats sold
January	341
February	540
March	388
April	440
June	510
July	490
August	410
September	530
October	500

Plot the data on the chart and fit three months moving average to the data and plot the results on a chart.

### Part-C

10 Marks

Prepare a Powerpoint Presentation on the performance of your department with relevant data assumed from your experience. Your presentation should have minimum ten slides with different fonts , bullets numbering , slide layout Colour schemes and back ground .