

INDIAN INSTITUTE OF MATERIALS MANAGEMENT

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

PAPER-8.2

INFORMATION TECHNOLOGY (Practical)

Date: 16.06.2010

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 of the following; each correct answer carries 5 marks.

1. What are the steps to create a Microsoft word document with the following contents of format?
--- Prepare an exam time table for 1st year and 2nd year subjects. (Date, time, subject insert table)
2. With the help of table of contents prepare one paragraph.
3. In a hospital the administrator needs the following items to be purchased from M/S Raj Surgical Ltd.
Nebulisation machine, QTY 10, Rs 1500 each as per quotation
ECG machine, QTY 5, Rs. 10000 each
In this quotation M/s Raj surgical Ltd has insured 6% discount on the total bill amount. The sales tax is 2%. Full payment is made at the time of placing the order. All the items should carry a warranty card of three years from the date of purchase order. Prepare purchase order containing item details, conditions mentioned.
4. Create a list of 10 employees in a particular department. Create a memo .Use mail merge feature of MS word to create a for each of your employees from the above two files.

Part B (MS excel)

Answer any 2 questions from the following.
Question 1 is compulsory.

- The results of a study made as part of a yield improvement effort at a semiconductor manufacturing facility provided defect data for a sample of 450 wafers. The following table presents a summary of the responses to two questions: Was a particle found on the die that produced the wafer? And Is the wafer good or bad?

Quality of wafer	Condition of the die		total
	no particles	particles	
Good	320	14	334
Bad	80	36	116
Total	400	50	450

- Construct a table of total percentages
 - Construct a table of row percentages
 - Construct a table of column percentages.
 - Construct a side by side bar chart of quality of wafer based on condition of die.
 - What conclusions do you draw from these analyses?
- In many manufacturing processes the term “work in process” is used. In a book manufacturing plant the WIP represents the time it takes for sheets from a press to be folded,gathered,sewn,tipped on end sheets and bound. The following data represent samples of 10 books at each of two production plants and the processing time for these jobs.

Plant A

5.62 5.29 16.25 10.92 11.46 21.62 8.45 8.58 5.41 11.42

Plant B

9.54 11.46 16.62 12.62 25.75 15.41 14.29 13.13 13.71 10.04

For each of the two plants:

- Compute the arithmetic mean and median.
 - Compute the first quartile and third quartile.
 - Construct a side by side box and whisker plot.
- The following are the salaries of three employees.

Pay roll no	Name	salary	over time	HRA
101	ABC	12000	580	1000
121	was	20000	900	2100
231	wer	13000	500	1200

Use these data and create a pivot table and pivot chart. Show the output through Ms-Excel.

- The following data represent the Treasury bill rates in the United States from 1991 to 95.

Year 91 92 93 94 95

Rate 5.4 3.4 3.1 5.1 5.6

Plot the data on the chart.

Fit a 3 year moving average to the data and plot the results on a chart.

Part-C

Answer any one question which carries 10 marks.

1. Create 5 slides on "pollution" and execute the following by making effective presentations like transition effect, build effect and expansion effect.
2. Create 5 slides on logistics and execute the following by using action buttons for all the slides to link them by using hyperlink.