



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

**Dec 2014**

**PAPER - 8.2**

**INFORMATION TECHNOLOGY (Practical)**

**Date: 17.12.2014**

**Max Marks: 50**

**Time : 2.00 P.M to 4.00 p.m**

**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 two of following questions. Each carries five marks.**

**Q.1.** M/s. ABC Company Limited needs the following items to be purchased from M/s. XYZ Computers Ltd:

- a) Colored Monitor 17", make LG, qty 45, price Rs. 1250/- each, as per quotation
- b) Keyboard (with multimedia functions); make Samsung, qty 45 prices 125/- each.
- c) Optical Mouse, make Intex, qty 45, price 250/- each

In its quotation M/s Hind Computers Ltd has ensured 10% discount on differential bill amount for the purchase of more than Rs. 65000. The sale tax is 5 and delivery of items is to be carried out within one month of order placement, transportation cost is fixed @Rs. 5000/- per order. All items should carry a warranty of two years from the date of purchase order. Prepare a purchase order with stated terms and conditions.

**Q.2.** Purchase Manager of a company wants to receive monthly reports from all sales executives about their business activities. Prepare a draft of the report using MS-Word.

**Q.3.** A company meeting is being organized to discuss profit and loss account of the year 2007-2008 and capital budget for the year 2008-2009. All departmental heads are invited to attend the meeting at Head Office. Financial highlights of the company are also to be projected. Prepare a meeting agenda to be circulated among the participant of the meeting.

**Q.4.** Prepare a format of Daily Time Log through which a works manager in a company can log the details of the work done in a day. Design an appropriate layout with relevant information.

### **PART B (MS EXCEL)**

**Answer to Q1 (marks 10) is compulsory**

**Answer any two from Q2, Q3 and Q4 (Each carries 10 marks)**

- Q1.** A consumer goods manufacturing company has a target for a month of selling 500 toothpastes of its standard brand. Price of a toothpaste pack is Rs. 55/-. The toothpastes are manufactured in the plant of the company that has a setup cost been Rs 10000 and variable cost per toothpaste is Rs. 25/-.

Find out the Profit/Loss in a year if company achieved its target.

- Q2.** Following is a table showing turnover and profit for a consumer good company from 2001 to 2008

	Rs. In Crores							
	2001	2002	2003	2004	2005	2006	2007	2008
Turnover	10	15	25	20	30	22	28	26
Profit	3	3	6	4	5	3	3	4

- a). Calculate the % growth of the company in 8 years.  
 b). Compare the growth of the company in last 4 years with growth in starting 4 years.
- Q3.** If Rs. 50000/- have been taken as loan by Mr. X for 5 years on the following terms:  
 a). Interest Rate is 10.00% p.a. on the outstanding loan.  
 b). Every year Rs. 1,000 is to be refunded with interest.  
 Prepare an Excel sheet showing total amount (principal + interest) to be refunded every year and total interest paid by the company. What is the principal to be refunded at the beginning of 5<sup>th</sup> year?
- Q4.** Monthly Salary Structure of a university professor is given below:

Basic:	:	Rs. 12000/-
DP	:	50 % of Basic
DA	:	54% of (Basic + DP)
HRA	:	30% of (Basic + DP)
CCA	:	Rs. 300/-
Transport allowance	:	Rs. 800/-
Special allowance	:	Rs. 5000/-
PF Deduction	:	Rs. 780/-
Profession Tax Deduction	:	Rs. 200/-

Prepare a pay slip using MS-Excel with appropriate headings.

**PART C (POWER POINT)**

**Answer any one form the following questions (10 marks)**

Q1. Plot the following data in a pi-chart format.

10-20	20-30	30-40	40-50	50-60	60-70	70+
11	21	31	41	51	61	71

Q2. Using power point, prepare a flow chart of general purchase procedure of a Company. Purchase procedure should involve the following activities:

- Material Requisition
- Request for Quotation
- Vendor Selection
- Purchase Order Generation
- Good Receipt Note
- Goods Inspection Note
- Credit goods to Store.

**For Records:**

**THE TABLE GIVEN BELOW HAS TO BE FILLED BY THE STUDENT (DETAILS OF FILES CREATED)**

Part() Q.No.	Drive	Folder	File Name	Worksheet If Any	Marks (To be filled by the Examiner)
PART A-Q1.	C	IIMM			

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