INDIAN INSTITUTE OF MATERIALS MANAGEMENT

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

PAPER-8.1

INFORMATION TECHNOLOGY (Theory)

Date: 15.06.2010   **Max. Marks:50**

Time: 2.00pm to 3.30pm   **Duration:1 ½ hrs**

Instructions

1] Part-A contains 1 main question (with 10 sub questions). Each question

   carries 1 mark. Part-A is compulsory

2] Part-B carries 9 questions. Answer any 4 questions. Each question carries 10 marks.

3] Answers should be precise, brief and to the point.

Part-A

 Select the correct answer from the mix of probable answers; Each correct answer carries 1 mark.

 Q1. In Microsoft office applications,----------------provide(s) shortcuts to menu commands.

- Title bar
- Window
- Toolbars
- Dialog box

Q2.What is the function of an auto save utility in a word processor?

- It maximizes the data loss when there is a power failure.
- It automatically saves changes to a document at periodic intervals.
- It helps format the document.
- None of the above.

 Q3. Including header and footer in a document is an example of -----------------------

- Character level formatting
- Paragraph level formatting
- Section level formatting
- None of the above

 Q4. In a typical personal productivity software which utility helps cut part of the text and paste it elsewhere?

- Word wrap
- Autosave
- Clipboard
- Spell check

 Q5. Mail merge is a feature in

- Spreadsheet software
- Word processing software
- Presentation graphics software
- All of the above

Q6. Which of these is the basic component of a presentation graphics software?

- Workbook
- Worksheet
- Slide
- Function

Q7. The format cells dialog box in Microsoft Excel provides users with many options to format cells in worksheet. The dialog box contains many tabs. Which of the following tabs allows users to add colour to selected cells and change background style?

- Pattern tab
- Font tab
- Alignment tab
- Border tab

Q8. In Microsoft Excel, the formula, =3+5*6 would give

- 33
- 48
- 23
- An error

Q9. In Microsoft PowerPoint --------------------- are ready made designs that include an overall layout ,font and font size choices, a colour scheme, and other design elements.

- Slides
- Templates
- Transparencies
- Graphic designers

Q10. Which of the following features of presentation software enable the use of options such as fade, dissolve and cut through?

- Transition effect
- Expansion effect
- Build effect
- Automatic presentation

Part-B

1) Write the comparison between LAN & WAN
2) Explain technologies and languages used to develop web pages.
3) What is font? What is font size and font style?
4) What is a bit mapped image? Why it is so called?
5) What do you mean by the term e-purchasing?
6) List some advantages and disadvantages of email service and fax service?
7) What is a personal assistance pakage? List some features normally supported by it. Explain the usefulness of each of these features.
8) A spell checker cannot check for improper use of correctly speltwords.Explain?
9) Describe the features of spread sheet.