



INDIAN INSTITUTE OF MATERIALS MANAGEMENT
Post Graduate Diploma in Logistics Management

June 2011

PAPER - 8.2
INFORMATION TECHNOLOGY (Practical)

Date: 15.06.2011

Time : 10.00 a.m. to 12.00 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

PART A (MS - WORD)

Note : Solve Any Two Questions.

Q.1 A XYZ manufacturing company has stated the following rules to prepare an invoice:

On the orders booked on or before 15-02-1999, offer a discount of 10% on the items listed and displayed in the advertisements. Additional 2% discount is offered to the appointed dealers.

To prepare an invoice use above conditions and actions.

Q. 2 Write a formal letter to 5 candidates for interview by using Mail merge facility.

Q.3 Prepare a business letter to your customer promising to attend to his complaint immediately.

Use different MS-WORD features.

PART B (MS - EXCEL)

Note: Solve Any Two Questions.

Q. 1 Create the following document with the following data :

Sr. No.	Country	Matches Played	Won	Lost	Winning Percentage
1	SOUTH AFRICA	100	75	25	
2	AUSTRALIYA	200	130	70	
3	PAKISTAN	300	200	100	
4	INDIA	250	125	125	
5	NEW ZELAND	200	90	110	
TOTAL			1450	790	660

- a) Calculate the winning percentage for all the teams.
- b) Set the left alignment for all data.
- c) Bold all headings.
- d) Add blank column to the right.
- e) Add blank row to the bottom.

Q.2 Create the Employee Personal Details Worksheet of Trojan Crop use following column headings :
Sr. No, Name Age, Sex, Blood Group, Birth Date

- a) Add 10 employee and set the proper format for each column.
- b) Set vertical and horizontal alignment at center.
- c) Increase the font size.
- d) Increase the row height.
- e) Set the border for all cells.

Q.3 Create a employees pay sheet with following columns.

Sr. No, Name, Basic, HRA, DA, Total Allowances, Tax, PF, Total Deductions, Net salary

- a) Calculate 10% HRA, 5% DA on Basic
- b) Calculate 12% PF, 1% Tax on Basic
- c) Calculate Total Allowances, Total Deductions and Net Salary
- d) Draw Pie Chart – use Name & Basic column only.

Q.4 Create a 5 Students Annual Marksheet Report . To Prepare a Bar chart.

Enter the chart title. Format the chart.

PART C (Power Point)

Prepare a PowerPoint presentation on newly launched FMCG (Fast Moving Consumer Goods) product. Your presentation should have minimum ten slides with different PowerPoint features.
