K. J. SOMAIYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
IT for Management
End Semester Examination
MHRDM SEM- I Batch (2018 – 2021)

Date: 21st Nov 2018   **Maximum Marks: 50**
Day : Wednesday   **Duration: 3 hrs**

Note: Solve any 5.

1. CREATE a folder **XX** - MHRDM-I-ENDTERM (where XX should be your roll No.)

2. Copy all files from MHRDM-ENDTERM-EXAM to this new FOLDER that you created.

3. Use the Data files *where ever necessary* from the folder **XX** MHRDM-I-ENDTERM.

4. **Save** your answer files in your created folder **XX** MHRDM-I-ENDTERM.

		Marks
Q1.	Using **Vlookup** Prepare the daily 1. For the 15 employees of AMBER CEMENT CO. 2. Using Daily Attendance Register , calculate the no. of days worked in a month. 3. From the Earnings and Deduction Register for employees calculate the Calculate the Total Earnings & Total Deductions of each employee. 4. Finally calculate the Net Take Home Salary for the Employees.	**10**
Q2.	From the Monthly Sales Data made for the given Salesman find the Total sales Turnover of the every quarter made by each sales men and update against their Quarterly turnover statement using Vlookup . Draw a graph showing the quarterly sales Turnover verses the Sales Men	**10**
Q3.	Using the Monthly Appraisal Data prepare Pivot Table for Region wise Designation wise , Month wise the count of Employees to be appraised Draw a 3dimentional bar graph showing the month wise Employee count to be appraised.	**10**
Q4.	A new Employee is to be recruited into the Marketing Department . The per month emolument for this post would be 1. The Basic Salary would be Rs.40,000/- p.m. 2. HRA for this post would be Rs. 25,000/- . p.m. 3. Perks would be Rs. 35,000/- p.m. 4. Statutory deduction would be Rs.20,000/- p.m. 1. If the CTC has to be Rs. 1 Lac then Using What-if-analysis find	**10**

	optimum HRA and the PERKS that can be paid to this person .	

Q5.	Prepare the following Table :
	    1. for '*Rate Card*' with following fields : Prod-Id (Key field), Prod-Name (20 alpanumeric) , Prod-Price (only numeric 4 digits).
	    2. '*Company Branch Details*' with fields
	        a. Br-Id
	        b. Br-Name
	        c. Br- Address
	        d. Br-City
	        e. Br-Pincd
	        f. Br-Cell No
	        g. Br-Dept
	        h. Br-Design
	
	The Company has 5 branches B1 to B5 and has Employees from 4 Departments. Engineering Department (ENGG), Design Department (DSGN), Quality (QLTY) and Despatch Department(DESP). 5 Employees in each Department
	    1. Design a Query to List All Employees of Quality & Despatch Department of all branches branch wise.
	    2. Print a Report to list all employees alphabetic order with their Address & Contact no. Department wise and Designation wise
		10

Q6.	Prepare a table "Sales Turn over" with following fields:
	    a) Salesmen-Id d) Region
	    b) Salesmen Name e) City
	    c) Zone f) Sales Turn Over
	
	    1. Use lookup wizard from the table design option to create Zone , Region & City.
	    2. Create a Form and format it to an appealing Design and enter the Data.
	    3. Create a Query to show the Sales turnover with the top Sales appearing in the above rows.
		10

Q7.	Send Mail to all Applicants from Chennai ONLY calling them for an interview on 2nd December 2018 @ The MDP Room, 3rd Floor, SIMSR, Mumbai, 400077. Fill in the letter date as today's date . "Applicants" has to be converted from the Addrappln.xls from **XX** MHRDM-I-ENDTERM. The interview call letter is in the same folder with name " CALL LETTER.doc".	**10**

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