

**K. J. SOMAIYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH**

**Program: MIM - 1<sup>st</sup> Sem. (Batch 2018-21)**

**Subject: Information Technology (IT) for Management**  
**(End Trimester Examination)**

**Maximum Marks: 50**

**Duration: 3 hours**

**Date: 21<sup>st</sup> Nov., 2018**

**Instructions**

1. Section A is Compulsory. It carries 10 Marks.
2. Attempt Any Four (4) from Section B. Each question in Section B carries 10 Marks.
3. Start the Answer on a Fresh page only.
4. Answer in Ascending Order only.
5. Draw Diagrams wherever necessary.
6. Bonus marks will be given for following instructions & neatness.

**SECTION A**

- 1) Create the Employee Personal Details Worksheet of LMN Ltd. in MS-Excel. Use the following column headings:

**Sr. No, Name, Age, Gender, Blood Group, Birth Date**

- a) Add 5 employee records 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.

**SECTION B**

- 2) Prepare a business letter to your customer promising to attend to his complaint immediately. Use different MS-Word features.

- 3) Create an MS-Excel file with the following data:

<b>Sr. No.</b>	<b>Country</b>	<b>Matches Played</b>	<b>Won</b>	<b>Lost</b>	<b>Winning Percentage</b>
1	SOUTH AFRICA	100	75	25	
2	AUSTRALIA	200	130	70	
3	ENGLAND	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.

4) Create a presentation on any topic using five (5) slides.

- a) Execute the following by using Action Buttons for all the slides to link them:
  - Link first slide with the third
  - Link second slide with fifth
  - Link third slide with fourth
- b) Use WordArt feature on 2 slides.

5) Create a following 'Distributors' table:

Field Name	Data Type	Size	Primary Key
No.	AutoNumber	-	Primary Key
CompanyName	Text	35	-
City	Text	30	-
ContactNo	Number	-	-
Website	Text	40	-

- a) Insert five records.
- b) Create a report to show the CompanyName in ascending order.

6) A farmer wants to know if the weight of parsley plants is influenced by using a fertilizer. He selects 90 plants and randomly divides them into three groups of 30 plants each. He applies a biological fertilizer to the first group, a chemical fertilizer to the second group and no fertilizer at all to the third group. After a month he weighs all plants. Can we conclude using anova from these data, that fertilizer affects weight?

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