

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

**Program: MFM - 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) Monthly Salary Structure of an employee is given below:

Basic: : Rs. 12,000/-

DP : 50 % of Basic

DA : 54% of (Basic + DP)

HRA : 30% of (Basic + DP)

CCA : Rs. 300/-

Transport allowance : Rs. 800/-

Special allowance : Rs. 5,000/-

PF Deduction : Rs. 780/-

Profession Tax Deduction : Rs. 200/-

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

**SECTION B**

- 2) Research laboratory head needs the following items to be purchased from Sanjay InfoTech Ltd.:

a) Samsung make TFT 17” Monitor, quantity 15, Rs.10,000/- each as per Quotation,

b) Hard Disk (SATA) 160 GB, quantity 15, Rs.6,000/- each and

c) Logitech Make Web Cam, quantity 15, Rs.1,000/- each.

In this quotation, Sanjay InfoTech Ltd. has ensured 10% discount on total bill amount and GST is 18%. Half payment is made at the time of placing the order and the balance payment will be done on delivery. All the items should carry a warranty of three years from the date of delivery. Prepare purchase order in MS-Word containing item details, conditions mentioned, etc.

**3) Perform following calculation in MS-Excel:**

Cities	Target	Production	Achievement	Grade
Mumbai	4800	6000	125%	
Delhi	5000	4500	90%	
Pune	5000	5000	100%	
Average	4933.33	5166.67	104.73%	

**a) Calculate Grade:**

**A+ for more than 100% achievement;**

**A for 100% achievement and**

**B for below 100% achievement.**

**b) Create a bar chart to show the target and production of three cities under observation.**

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

**a) Insert Name of the Company in the Footer**

**b) Insert Date & Time**

**c) Give Background Color**

**d) Insert Picture from Clip Art**

**e) Insert Slide Numbers**

**5) Create a following 'Customer' table:**

Field Name	Data Type	Size	Primary Key
ID	AutoNumber	-	Primary Key
CustName	Text	25	-
Address	Text	40	-
Mobile	Number	-	-
EmailAddress	Text	40	-

**a) Insert five records.**

**b) Create a query to show the emailaddress in descending order.**

**6) The high school wants to analyse the scores of the students. The high school wants to find out the relationship between reading scores and writing scores. They also require to know the relationship between math scores and science scores. The high school had randomly selected 200 students. The scores on various tests, including science, math and reading were collected for the same.**

-----End of Paper-----