

K. J. Somaiya Institute of Management Studies & Research
MHRDM – SEM-I END –TERM Exam
IT for Management

Sat 22nd Nov 2019

Time 3 Hrs.

50 Marks

Note:

1. Create a folder with name as xx-MHRDM1-1922 where xx will be your 2 digit roll no.
2. Ex. For roll no.45 the folder would 45-MHRDM1-1922
3. Save all the answer files in your created new folder itself.
4. After saving all the answers at the end COPY your folder xx-MHRDM1-1922 & save the folder to the network folder.
5. Answer any 4 questions from the following 6.

Q1.	<p>a. Write all the usage of Mailmerg.</p> <p>b. Using the address file “Applnt List” to send a interview call letter to Chennai Other cities to the shortlisted candidates.</p> <ol style="list-style-type: none"> i. Mail to Chennai Candidates calling them for interview on 22.11.2019 ii. Mail to other city candidates calling them for interview on 24.11.2019 iii. Do not send any letter to Mumbai shortlisted Candidates . iv. Let the letter be dated 28.10.2019 	<p>2 10</p>
Q2.	<p>a) Write brief on what is Pivot Table ? Give its uses</p> <p>b) Use the Excel file “Selected Candidate ” from MHRDM-ET-2019 and prepare a pivot table showing department wise no. of recruited candidates.</p> <p>c) Draw a 3 dimensional Graph to depict</p> <ol style="list-style-type: none"> i. the department wise no .of selected candidates 	<p>02</p> <p>05</p> <p>05</p>
Q3.	<p>Answer any 2 (6 marks each)</p> <ol style="list-style-type: none"> a. Explain the difference between Query & Report in Access. b. Explain in brief what are TABLES in Access and its use . c. Explain “FORM” and its relation with “TABLE” d. What are WIZARDS ? name few you know in Access. 	12

Q4.	a) Import the Excel Table “ CTC -Rate ” & “ Candidates recruited ” to Access database HR-data.accdb in the folder xx-MHRDM-1922.	6
	b) Using “ Candidates recruited ” access table print Department wise and Designation wise candidates shortlisted for interviews with totals at Department level.	6
Q5.	a) Run a Query using the file “ Candidates recruited ” to show no. of candidates recruited each department wise .	6
	b) Run a Query to display all Cars from the file “ Candidates recruited ” to show Name , Designation , Department and CTC to company whose CTC is greater than Rs.10,00,000/-	6
Q6.	a) Define Vlookup & Hlookup in your own words. Also mention the difference?	2
	b) Use RecruitmentRate.xls . <ul style="list-style-type: none"> ● Get the CTC Value for each recruited person from the sheet named Cost from this Excel file against each recruited person using <u>Vlookup</u> into the sheet named Recruited Person Detail. ● Then calculate the total Recruitment Cost using appropriate formula. 	5
	c) Using “sumifs” formula on Recruited Person Detail data , calculate each designation wise total CTC Cost.	5

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