

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

Sat 22nd Nov 2019

50 Marks

Note:

1. Create a folder with name as xx- MMM1-1922 where xx will be your 2 digit roll no.
2. Ex. For roll no.45 the folder would 45-MMM1-1922
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-MMM1-1922 & 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 application .</p> <p>b. Using the address file “Customers Add” merge these address with the letter “Intimation”, where the letter should be filled in with the date as 25.10.2019.</p> <p>The letter should have the intimation for the conference</p> <ol style="list-style-type: none"> i. to Chennai Customers be called On 22.11.2019 ii. other city Customers be called On 24.11.2019 iii. Do not send any letter to Mumbai Customers . 	2 10
Q2.	<p>a) Write brief on what is Pivot Table ? Give its uses</p> <p>b) Use the file “Sales Data” and prepare a pivot table showing Product wise sales of each Zone wise for the quarter April’19, May’19 and June’19.</p> <p>c) Draw a 3 dimensional Graph to depict</p> <ol style="list-style-type: none"> i. the zone wise sales Revenue ii. Sales Revenue of each quarter 	02 05 05
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.	<p>a) Import the Excel Table “Prod-Rate” & “Daily Sales” to Access file MMM-Sales.accdb with the same name.</p> <p>b) Using the table “Daily Sales” from MMM-Sales.accdb, using REPORT option print the Customer wise & within customer Product wise Report with the title “DAILY SALES OF SIMSR” with totals at product level and customer level and Zonal level.</p>	<p>6</p> <p>6</p>
Q5.	<p>a) Create a Query “Daily Sales” and run that query to show Sales of Maruti800 and its revenue generated for June 2019.</p> <p>b) Run a Query to display all Cars from the table “Daily Sales” to show the Sales revenue greater than Rs.10,00,000/-</p>	<p>6</p> <p>6</p>
Q6.	<p>a) Define Vlookup & Hlookup in your own words. And mention the difference?</p> <p>b) Use “OCTSALE.xls” .</p> <ul style="list-style-type: none"> • Get the rate of the products from the sheet named <i>Price</i> from this Excel file for each of the product using <u>Vlookup</u> into the sheet named Daily Sales Detail. • Then calculate the <i>Sale Revenue</i> column for each sale available in the sheet using appropriate formula. <p>c) Use the “sumifs” formula to find the <i>Total Sales Revenue</i> for each product.</p>	<p>2</p> <p>5</p> <p>5</p>

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