VPM's
DR VN BRIMS, Thane
Programme: MMS (2017-19)
First Semester Examination December 2017

Subject	IT for Management (Online Exam.)		
Roll No.		Marks	60 Marks
Total No. of Questions	7	Duration	3 Hours
Total No. of printed pages	4	Date	19.12.2017

Note: Q1 is compulsory and solve any FOUR from the remaining SIX questions.

Q1) 20 Marks (Compulsory)

Open a new excel workbook and name it as your <RollNo – IT for Mgmt>

Type the following in the Sheet 1 created above

Sr.No.	Sales Person	Target (Rs.)	Sales Done (Rs.)	Achieve-ment (%)	Bonus (Rs.)
1	Ramesh	100000	135000		
2	Suresh	150000	200000		
3	Harish	200000	175000		
4	Paresh	250000	280000		
5	Vidya	300000	500000		

a) Find out the achievement of each salesperson in terms of percentage (%)
b) Bonus to be calculated by the following logic:
   i.   If achievement is upto 25%, Bonus is 15% of difference between Sales Done and Target
   ii. If achievement is between 25% & 50%, Bonus is 35% of difference between Sales Done and Target
   iii. If achievement is above 50%, Bonus is 45% of difference between Sales Done and Target
c) Sort the Salesperson on the basis of their Achievements
d) Using Conditional Formatting identify the Salesperson who have achieved less than 15% and more than 50% using data bars
e) Create a Bar chart for the sales persons showing their Targets, Achievements & Bonus received

Attempt Any FOUR from the Remaining SIX Questions

Q2) *Any two from (a) or (b) or (c) ——————— (5x2) = 10 Marks*

a) Using the data from Q1) Write a letter to the 5 Salesperson using Mail Merge and mentioning the details of their targets, sales done, achievements and respective bonuses.

<Todays date>

Dear <Sales Person>,

This is to inform you that during the last quarter, your sales target was Rs. <Target> and you have made sales worth Rs. <Sales Done>.

Your performance was <Achievement> and you are entitled for a bonus of Rs. <Bonus>.

Warm Regards

Sales Head

Save the file as your <Roll No – IT For Mgmt>

b) In Sheet 2 of your file type the following :

	A	B	C
1	Date of Birth	Today's Date	Age (in Years, Months & Days)
2	<Enter your date of birth>	<Enter today's date using the correct function>	<calculate your age using the correct function and display the result in the following format> ----- Years, ------ Months & ------ Days.

Please ensure that the date format is DD/MM/YYYY and not MM/DD/YYYY.

c) Create a PowerPoint presentation, save it as your <Roll No – IT for Mgmt>. Make 5 slides using the data from Q1.

   i. Create a standard template for all slides with the following
      1. Background color of all slides must be 'Dark Blue'
      2. Font color should be light blue
      3. Headings should be font 'IMPACT' size 40
      4. Content should be font 'IMPACT' size 30
      5. Create a box and type your 'Roll No' inside the box and make it as a logo, to be displayed on all slides except first slide
      6. Insert a FOOTER mentioning 'IT for Management' in the centre, today's date on the left side & slide number on right side

Slide 1 – Title Slide – Q2-C
Slide 2 – show the table with complete data
Slide 3 – Show the table as per the descending order of achievements
Slide 4 – Show the table with conditional format
Slide 5 - Show the graph as per Q1.e.

Q3) *Any two from (a) or (b) or (c)* ——————— *(5x2) = 10 Marks*

a) In Sheet 3 of your file type the following :

	A	B	C
1	Sachin Ten-dulkar's de-but	Retired on	Career Duration (in Years, Months & Days)
2	15/11/1989	16/11/2013	<calculate the duration of Sachin's playing career using the correct function and display the result in the following format> ----- Years, ------ Months & ------ Days.

Please ensure that the date format is DD/MM/YYYY and not MM/DD/YYYY.

b) In the same PowerPoint Presentation file create new slides
   ii.   Create slides 6 to 10, with the following contents:
      1.   Slide 6 – Title Slide – Q3-B
      2.   Slide 7 – Heading – MS WORD
           Contents – write what you have learnt (5 points)
      3.   Slide 8 – Heading – MS Excel
           Contents – write what you have learnt (5 points)
      4.   Slide 9 – Heading – MS PowerPoint
           Contents – write what you have learnt (5 points)
      5.   Slide 10 – Heading – Summary
           Contents – write how will it help you (5 points)

c) In the same PowerPoint Presentation file create new slides
   iii.   Create slides 11 to 16, with the title as Q3-C and following contents:
      1.   Create 6 slides to present to the Management on WHY, WHAT, WHO, WHERE, WHEN and HOW the Annual Day should be

Q4) *Any two from (a) or (b) or (c)* ——————— *(5x2) = 10 Marks*

a) Create a new sheet 4 in your file with the following data

	A	B	C	D	E
1	Item	Loan Amount	Rate of Interest	Tenure	EMI
2	Home	50 lakhs	8.3% p.a.	20 years	?
3	Car	7 lakhs	11% p.a.	5 years	?

Find out the EMI for above two items using the correct function in column E

b) Create an appropriate graph in the same sheet using the above data

c) Add 2 new slides to your PowerPoint presentation file with heading as Q4-C.

Use the data in Q4)a) and present the data and graph

Q5) *Any two from (a) or (b) or (c)* ——————— *(5x2) = 10 Marks*

a) **Create the following table in a new sheet 5 in your file**

	A	B	C	D	E	F	G	H	I
1	Sr No	First Name	Middle Name	Last Name	Gender	City	SSC %	Grade	Class
2	1	Anil	B	Kale	Male	Mumbai	37%		
3	2	Sunila	C	Gore	Female	Pune	55%		
4	3	Ramesh	D	Gala	Male	Mumbai	78%		
5	4	Shakti	E	Shah	Female	Pune	69%		
6	5	Dinesh	F	Mistry	Male	Pune	34%		
7	6	Gauri	G	Patel	Female	Mumbai	89%		

- **The data in Columns E and F must be entered using DROP DOWN LIST**
- **Insert a new column in between D & E and name the column heading as 'Full Name'. write the function to create the Full Name with <Last Name> <First name> <Middle Name>**
- **Find out the grade of each student using the following logic :**

Percentage	GRADE	CLASS
< 35%	E	FAIL
>=35% - <45%	D	PASS
>=45% - <60%	C	SECOND
>=60% - <75%	B	FIRST
>=75%	A	DISTINCTION

b) **Create a graph of the above data in the same sheet**

c) **Create 2 new slides in the Power Point presentation file with heading as Q5-C. Use the data in Q5)a) and present the table and graph**

Q6) *Any two from (a) or (b) or (c)* ——————— *(5x2) = 10 Marks*

a) **Using the SAME DATA as mentioned in Q5)**
   Insert a pivot table in a new sheet in the same file to find out the performance of Females City wise

b) **Using the same data as mentioned in Q5)**
   Insert a pivot table in a new sheet in the same file to find out the performance of Females Grade wise

c) **Arrange the data in a new sheet 6 in descending order of 'Percentage' then City then Last Name and then First Name**

Q7) *Any two from (a) or (b) or (c) ─────── (5x2) = 10 Marks*

a) **Add a new slide to your PowerPoint presentation file and create an organization structure chart for your institute based on the following table below :**

Chairman
Director & Board of Trustees under Chairman
HODs of Marketing, Finance, HR & Operations under Director
3 Professors under each HOD
2 Asst. Professors under each Professor for all Departments
1 Lecturer and 1 Research Associate under each Asst. Professor for all departments

b) **Create Animations to the above slide in a way that Chairman comes first followed by others in a hierarchical order.**
c) **Add the same slide transitions to all slides of the PowerPoint presentation file and save it.**

Please SAVE and CLOSE all the 3 files (Word, Excel & PowerPoint). Create a folder with your <Roll No – IT for Management> and copy all the 3 files in that folder.