

VPM's
DR VN BRIMS, Thane
Programme: MMS (2021-23)
First Semester Examination April 2022

Course Name:	IT Skills for Management and Technology Platform	Course Code	C113	
Roll No.		Marks	60	
Total No. of Questions	6	Duration	3 Hours	
Total No. of printed pages	3	Date	11.04.2022	
Course Outcome Statements:				
CO1. Remember the shortcut ways to speed up the work.				
CO2. Basic understanding of its skills for management and technology platform				
CO3. Application of basic it and computer techniques & tools in the business context				
CO4. Analyse/ connect the importance of data management for effective decision making				
CO5. Evaluate the application of it across the industries				
Instructions: -		Marks	BL	CO
Q. No 1 (All Questions are Compulsory)				
Q. No.	Questions			
Q. 1	Case/Case-let Study			
	XYZ is a mid-sized business in the medical field in Mumbai. They had opened a medical shop 5 years ago. They have been maintaining their records such as Sales, Inventory, and Online Billing System in MS Excel. However, data management and faster data retrieval is the pain area for them. They have a basic website also. Initially, they had a good number of customers. However, due to the increased competition and changes in the buying pattern of customers such as online purchases using apps, home delivery, etc, there is hardly any growth in their current business. So, the business owners are worried and want a feasible solution for it.			
	a. As an expert, analyse and give your suggestions which will help them in better data management and faster data retrieval.	6	Level 4	CO4
	b. As a web consultant, recommend suggestions for improving the online presence to serve the existing clients better and acquire new clients.	6	Level 5	CO5
Q. 2	Answer Any one from the following.			
	a. ABC HR Consultancy wants to automate its payroll system. Being an IT expert, recommend and justify how IT and business processes such as payroll in this case fit together.	6	Level 5	CO5
	b. Determine a framework for building a new website for PQR Management Institute.	6	Level 5	CO5
Q. 3	Answer Any one from the following.			
	a. If an organization wants to simplify the arranging and summarizing of complex data in MS Excel, then which option will be the most useful? Support your answer by considering the following example:	6	Level 4	CO4

	A	B	C	D	E	F
1	Emp Code	Name of the Employee	Dept	Branch	Date of Joining	Salary per month
2	E01	Suhas R	Sales	Mumbai	01-01-2010	2,00,000
3	E02	Jyoti P	Sales	Pune	01-03-2010	1,95,000
4	E03	Jitu J	IT	Hydrabad	02-07-2015	1,80,000
5	E04	Jyotsna P	Marketing	Delhi	03-03-2014	1,90,000
6	E05	Poonam B	R&D	Kanpur	04-03-2017	1,60,000
7	E06	Prasad B	Operations	Mathura	05-03-2019	80,000
8	E07	Devansh N	HR	Pune	06-03-2020	90,000
9	E08	Imran K	Admin	Agra	07-03-2021	50,000
10	E09	Aarti S	Sales	Noida	08-03-2018	60,000
11	E10	Lata R	Marketing	Nagpur	09-03-2019	65,000
12	E11	Kavita G	Finance	Chandigarh	10-03-2020	90,000
13	E12	Supriya P	IT	Bangalore	02-07-2016	75,000
14	E13	Kaustubh R	Finance	Jaipur	12-03-2015	50,000
15	E14	Nilesh C	Admin	Surat	13-03-2016	80,000
16	E15	Dilip A	HR	Indore	14-03-2019	70,000
17	E16	Jack G	Operations	Goa	21-06-2018	75,000

- b. **Distinguish** between VLookup and Lookup function.
Examine the following data and using VLookup function, find out the tax rate, whose income = \$50,001/-
Write a proper formula for the same and finally the answer.

	A	B	C	D
1		Income is Greater Than or Equal To...	But Less Than or Equal To...	Tax Rate
2		\$0	\$2,000	10.00%
3		\$2,001	\$25,000	20.00%
4		\$25,001	\$50,000	25.00%
5		\$50,001	\$1,00,000	30.00%
6		\$1,00,001	\$1,50,000	35.00%
7		\$1,50,001		45.25%
8				

6

Level 4 CO4

Q. 4 Answer **Any two** from the following.

- a. **Solve** the following problem and calculate the future value by **applying** the proper formula and mentioning the proper column and row numbers and cell reference.

	A	B
10		
11	FIXED AMT SIP	6,700.00
12	RATE	7%
13	PERIOD	6 Years
14		
15	FUTURE VALUE	

6

Level 3 CO3

	b	Based on the following data, assuming passing marks is 40 in every subject, identify and apply the correct formula to find out whether the student is passed or failed. Write down the formula and mention the proper column and row numbers and cell references and the names of the students and the subject names in which they are failed.		Level 3	CO3																																																								
		<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="6" style="text-align: center;">Marksheet</td> </tr> <tr> <td>2</td> <td>Sr. No.</td> <td>NAME</td> <td>Maths</td> <td>Sci</td> <td>Eng</td> <td>Soc. Sci</td> </tr> <tr> <td>3</td> <td>1</td> <td>Swapnil</td> <td>87</td> <td>80</td> <td>70</td> <td>60</td> </tr> <tr> <td>4</td> <td>2</td> <td>Swaraj</td> <td>90</td> <td>36</td> <td>87</td> <td>96</td> </tr> <tr> <td>5</td> <td>3</td> <td>Devendra</td> <td>96</td> <td>98</td> <td>85</td> <td>98</td> </tr> <tr> <td>6</td> <td>4</td> <td>Avantika</td> <td>88</td> <td>85</td> <td>86</td> <td>37</td> </tr> <tr> <td>7</td> <td>5</td> <td>Ishwari</td> <td>86</td> <td>90</td> <td>34</td> <td>79</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	Marksheet						2	Sr. No.	NAME	Maths	Sci	Eng	Soc. Sci	3	1	Swapnil	87	80	70	60	4	2	Swaraj	90	36	87	96	5	3	Devendra	96	98	85	98	6	4	Avantika	88	85	86	37	7	5	Ishwari	86	90	34	79	6		
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	c.	In MS Excel, identify in which scenario, you will use the Filter option and the Advanced Filter option? Make use of the relevant examples.	6	Level 3	CO3																																																								
Q. 5		Answer Any two from the following.																																																											
	a.	You want to make an effective presentation of your newly launched product. Which application software you will prefer and why? Summarize and explain at least the 6 most important benefits of that application software.	6	Level 2	CO2																																																								
	b.	Compare and explain the 4 important vouchers in Tally by taking one financial transaction of each voucher.	6	Level 2	CO2																																																								
	c.	Compare and illustrate the practical implementation of MS Excel and Tally.	6	Level 2	CO2																																																								
Q. 6		Answer Any two from the following.																																																											
	a.	ABC is a small-scale company that wants to maintain a customer grievance database. They should be able to run the queries, create the forms and generate the reports. They have a limited budget. Which software you will suggest to them and why?	6	Level 1	CO1																																																								
	b.	If you want to draft the common letter which is to be sent to multiple recipients having different names and residential addresses, then which software and which option you will use and why?	6	Level 1	CO1																																																								
	c.	Which shortcut keys should be used for the following actions: i) To select the first row in MS Excel? ii) To select the last column in MS Excel iii) To select the Next sheet in MS Excel iv) To add a new sheet in MS Excel v) To Edit the active cell in MS Excel vi) Purchase Voucher in Tally	6	Level 1	CO1																																																								