

Unique paper Code : 61013921

Name of the Paper : Skill Enhancement Course – IT Tools for Business

Name of the Course : Bachelor of Management Studies

Semester : III

Duration : 3 hours

Maximum Marks : 75

Instructions for the Candidates:

1. Attempt **ANY FOUR** questions.
2. All questions carry equal marks.

Q 1 You are an associate with ABC Consulting co. You have recently joined and have been assigned the task of data entry in a spreadsheet. This data will further on be used for calculations. How will you name the cells to ease the process? Explain all the methods. You are also provided with some confidential information about the clients. How will you hide that information at a cell level, worksheet level and the file level? State any three inbuilt excel functions that will assist ABC consulting in financial analysis. Explain their usage and their syntax in detail.

Q 2 Is it possible to construct various scenarios with your numerical data in a spreadsheet? Explain your answer with the help on an example. You are required to create a chart for each of these scenarios, what steps will you follow ? Are sparkline graphics an effective tool for data interpretation? Give reasons for your answer. Can scenarios be created by using data from different worksheets? Give reasons for your answer.

Q 3 You are a graduate student presenting your start-up idea to a prospective investor. You are required to create a PowerPoint file for the same. Explain the usage and steps of using a design template and content place holders. Which tools will you use for making the navigation of your presentation smooth? Explain all types of master views and how they will assist you in your presentation ?

Q 4 The local library of your city has asked you, a volunteer, to prepare a database of its books and the daily issuance and return of the books by the members. The database needs to be related such that the details of the books and the details of the members are linked every time someone issues or returns a book. List the tables you can create for this purpose and specify the fields for each. You will also have to ensure that no one can get more than 3 books issued at the same time and that a book once issued should be returned in 15 days, otherwise a penalty needs to be charged. At the end of the each day, you need to retrieve the details of the books that have been issued along with the details of the issuers and submit to the head librarian for review in the form of a summary. State the steps for each task with respect to the case given above.

Q 5 Your college has asked you to draft a document, to be mailed to the all of the students, informing them of the details of and inviting them to participate in the college fest. The document should include the students' individual details from an existing college database on the 1st page along with the general details of the function, urging them to participate in different events; and the details of all the events on the 2nd page. There should also be a link in the document to an excel sheet wherein a student can register for one or more events. How will you prepare the above mentioned document? Explain.

Q 6 You are a reporter for the New York Times Magazine and have submitted an article to be published in next month's issue. The editor of the magazine requests you to make the following changes: to insert a few accompanying images with the text surrounding it, to cite your sources on the last page of the article and to ensure that all the facts and figures that you have written in paragraph form are converted into tables to make the layout better for a reader. You also need to manage the spacing of the article such that different paragraphs are showing separately. How will you make all these changes?