

2020

BUSINESS ADMINISTRATION – HONOURS

Paper: BBAA305SE1

(Information Technology for Business)

(Module II)

Full marks: 40

The figures in the margin indicate full marks.

Answer **any four** questions.

1. Prepare a PowerPoint presentation consist of minimum 3 slides on ‘*Illiteracy in India*’ with custom animation and slide transition effects on all slides. 10

2. Prepare a PowerPoint presentation for a new Residential Housing Complex stating the different features of the Complex. Following points may be considered:
 - a. Proper location of the Housing Complex.
 - b. Nearby facilities like Bank, Hospital, School, Market place etc.
 - c. Communication like Bus route, Railway station, Metro etc. 10

3. Perform the following tasks in EXCEL for **ABC School**. 10

| Roll | Name | English | IT | Physics | Chemistry | Math | TOTAL | GRADE |
|-------------|----------------|----------------|-----------|----------------|------------------|-------------|--------------|--------------|
| 01 | Aiyush | 88 | 89 | 61 | 23 | 90 | | |
| 02 | Disha | 76 | 45 | 67 | 80 | 77 | | |
| 03 | Pritam | 59 | 30 | 23 | 16 | 38 | | |
| 04 | Shreyas | 66 | 88 | 90 | 45 | 55 | | |
| 05 | Arka | 32 | 06 | 45 | 77 | 09 | | |

- a) Filter the records of students who have got more than 60 in **English**.
- b) Filter the records of students who have got more than 65 in **English** and 60 in **IT**.
- c) In the column “**GRADE**” maintaining the following criteria:
 - a. If **TOTAL** marks ≥ 300 then **GRADE** “A”.
 - b. If **TOTAL** marks ≥ 250 then **GRADE** “B” and rests are “C” **GRADE**.
 - c. If **TOTAL** marks < 175 then **GRADE** “Fail”.

4. Perform the following tasks, using Excel, for **XYZ Bank** :

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| <i>Name</i> | <i>Age</i> | <i>Basic</i> | <i>DA</i> | <i>HRA</i> | <i>Gross</i> | <i>PF</i> | <i>Net</i> |
|------------------|------------|--------------|-----------|------------|--------------|-----------|------------|
| Priyanshu | 22 | 2871 | | | | | |
| Avishek | 26 | 3890 | | | | | |
| Neha | 21 | 2780 | | | | | |
| Udit | 27 | 4310 | | | | | |
| Kritika | 23 | 3730 | | | | | |

- Calculate **DA** (Dearness Allowance) @ 40% of **Basic** and copy the formula to the other cells and calculate **HRA** (House Rent Allowance) @ 10% of **Basic**.
 - Calculate **Gross Salary (BASIC + DA + HRA)** and calculate **PF** @ 4% of **Gross**.
 - Add a column, **TA** (Traveling Allowance), after **PF** and calculate **TA** @ 5% of **DA**.
 - Calculate **Net** salary: **Gross + TA – PF**.
5. Write a Mail merge, using Word, for **M/S Systems_tech**, where letter/ letters is/ are to be sent to the employees who are working in the Sales Department. The data file / address list should contain the following fields **Emp_name, Department, City** and **Phone_Number**.

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6. In Access, create a **Study_books** Table with the following structure and data:

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| Book_id | Book_Name | Subject | Author | Cost |
|----------------|------------------------------|--------------------|--------------------|-------------|
| B01 | Modern Algebra | Mathematics | Das and Dey | 200 |
| B02 | Fundamentals of DBMS | Comp. Sc. | E. Navathe | 350 |
| B03 | Paradise Lost | English | S. Sen | 250 |
| B04 | Computer Organization | Comp. Sc. | Hamachar | 400 |

Write **SQL statement** to solve the following:

- Sort the Table according to Cost.
- Display the Book names for Comp. Sc.
- Display the Book names that costs more than Rs. 300.

Answer scripts in PDF must be emailed within 1:45 P.M today (26-03-2021) in the following mail

acbbacfa@gmail.com

