Institute of
Management Technology
Centre for Distance Learning, Ghaziabad

Subject Code: IMT-46

Subject Name : Computer Aided Management

INSTRUCTION

a. *Write answers in your own words as far as possible and refrain from copying from the text books/handouts.*

b. *Answers of Ist Set (Part-A), IInd Set (Part-B), IIIrd Set (Part – C) and Set-IV (Case Study) must be sent together.*

c. *Mail the answer sheets alongwith the copy of assignments for evaluation & return.*

d. *Only hand written assignments shall be accepted.*

A. <u>First Set of Assignments:</u>   5 Questions, each question carries 1.5 marks.

B. <u>Second Set of Assignments:</u>   5 Questions, each question carries 1.5 marks.

C. <u>Third Set of Assignments:</u>   5 Questions, each question carries 1.5 marks. Confine your answers to 150 to 200 Words.

D. <u>Forth Set of Assignments:</u>   Two Case Studies : 7.5 Marks. Each case study carries 3.75 marks.

ASSIGNMENTS

FIRST SET OF ASSIGNMENTS   **Assignment-I = 5 Marks**

PART– A

1. What is the purpose of a formula bar in a spread-sheet program?

2. Explain the term ' Freeware'.

3. List five business applications for which one can use Excel.

4. How database is more reliable than file management Systems?

5. List some of the procedures using which one can calculate Measures of Central Tendency.

SECOND SET OF ASSIGNMENTS   **Assignment-II = 5 Marks**

PART– B

1. What are the benefits of the following facilities in MS Word: Mail Merge, Header and Footer, AutoCorrect, AutoFormat, AutoText?

2. Explain the web designing tips.

3. What is spyware?

4. What is a Web bug?

5. Why one needs to create Report?

THIRD SET OF ASSIGNMENTS   **Assignment-II = 5 Marks**

PART– C

1. What is the relevance of Auditing Tools in Excel?

2. Name five key types of Graphics Software.

3. Write a brief note on the following:

   (a) Ledger (b) Tally Vault (c) On screen Key board

4. Describe the complete process ti link two or more work sheets.

5. While using NPV, in what scenario one can say the project is viable?

FOURTH SET OF ASSIGNMENTS   **Assignment-IV = 2.5 Each Case Study**

CASE STUDY - I

Create the student database and answer the following queries using MS Access:

   (a) List the MBA graduates
   (b) Student with first name as " JOY"
   (c) Students with first name as "JOY" or "JOE"
   (d) Name of IT students.
   (e) List of all electives.

CASE STUDY-II

A retail company is thinking to open a new stationary store in the local mall. The fixed cost to open and manage a store is 30000 Us Dollar, unit price that they want to charge for each item is Rs 10 and average unit cost is Rs. 2. Management wants to find the optimal demand, so that they are able to break even.

   (i)   In this case Which tools of Ms excel will give the solution , explain the tools and steps for solving the problem.
   Explain all the three kind of What if analysis tools.