

2025

MBA 1st Semester Examination

MBA

Paper : MBAC409X9

(Computer Applications in Business)

(Practical)

Set - 3

Full Marks : 50

Time : Two Hours

The figures in the margin indicate full marks.

Answer the following questions. 10×4=40

1. Create your own letterhead with the following details :

Name

Address

Phone and Email

Graphics that pertain to you

You must use Word Art and Clipart

And letterhead must not extend more than 2 inches from top of the page.

P.T.O.

(2)

2. You want to avail a car loan in the month of October, 2023 amounting INR. 5,00,000. The rate of interest being 12% P.A. Repayment terms in 7 years on monthly basis payable at the end of each month. The first payment is to be done at the end of October, 2023. Find the amount of monthly installment, interest and principal repayment amount in first installment using Excel.
3. Create a Power Point Presentation on "Importance of AI in Office" [minimum 5 slides on the mentioned topic].
4. Create an employee Table in MS-Access with following fields for 10 records and generate a report.

Employee Name

ID Number

Department Name

Designation

Address

Mobile Number

Viva-voce : 10 Marks
