

2025

MBA 1st Semester Examination**MBA****Paper : MBAC409X9****(Computer Applications in Business)****(Practical)****Set - 4****Full Marks : 50****Time : Two Hours***The figures in the margin indicate full marks.***Answer the following questions. 10×4=40**

1. Create a table in MS-Excel as following :

Sl.No.	Name	Match-1	Match-2	Match-3	Total	Average
1	Sachin	99	92	86		
2	Saurav	82	75	90		
3	Rahul	95	72	46		
4	Virat	70	78	92		

- (a) Calculate the total and average run.
- (b) Use V-Lookup function to display the total run of each player.

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- (c) Compare the average run of each player by using bar chart.
- Being a manager write a notice for 10th Annual General Meeting to be held at Hotel Ashok and send that notice to the employees (consider 10 employees) using mail merge.
 - Using lookup formula, you have to calculate the interest rate, down payment, amount to be financed

Customer	Selling Price	Loan Team	Interest rate	Down payment	Amount to be financed
Person 1	INR. 10,000	15			
Person 2	INR. 16,000	20			
Person 3	INR. 25,000	30			
Person 4	INR. 20,000	15			
Person 5	INR. 30,000	30			
Person 6	INR. 22,000	15			
Person 7	INR. 12,000	20			
Person 8	INR. 15,000	15			
Person 1	INR. 10,000	30			
Person 1	INR. 22,000	20			

Loan Team	Interest rate	Down payment
15	4.50%	15%
20	5.00%	20%
30	5.25%	25%

(3)

4. Create a Power Point Presentation on "Importance of Office Automation" [minimum 5 slides on the mentioned topic].

Viva-voce : 10 Marks
