

2025

MBA 1st Semester Examination

MBA

Paper : MBAC409X9

(Computer Applications in Business)

(Practical)

Set - 13

Full Marks : 50

Time : Two Hours

The figures in the margin indicate full marks.

Answer *all* the questions.

10×4=40

1. Create the following table in MS Excel.

- (a) Open a new workbook and save the file with the name "Payroll".**
- (b) Enter the labels and values in the exact cell locations as desired.**
- (c) Use AutoFill to put the Employee Numbers into cells A6:A8.**
- (d) Set the column width and row height appropriately.**
- (e) Set labels alignment appropriately.**
- (f) Use wrap text and merge cells as desired.**

P.T.O.

- (g) Apply borders, gridlines, and shading to the table as desired.
- (h) Format cell B2 to Short Date format.
- (i) Format cells E4:G8 to include dollar sign with two decimal places.
- (j) Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.

Payroll				
Date :	1/1/2011			
EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay
E00001	Ford	7.5	35	?
E00002	Mino	8	30	?
?	Bell	6.5	25	?
?	Davis	9	40	?
?	Turro	10	39	?

2. Create a PowerPoint Presentation (at least 5 slides) on Global Warming. Use animations and transitions, wherever necessary.
3. Prepare your CV with MS Word. Use word arts if required. Use Bold, Italics and Underline if required.
4. Create a Database called 'Product' having a table named 'Item details'.

Item Details :

Itemno

Itemname

Price

Quantity

Amount (calculated field)

- (a) Insert 3 records to the table.
- (b) Itemname field cannot be empty.
- (c) Itemno field should be a primary key field.
- (d) Calculate the total price for the item named "Burger".
- (e) Create a new table named Itemnew through the query.
- (f) Update the price of the item named "Burger".

Viva-voce : 10 Marks
