

2025

MBA 1st Semester Examination

MBA

Paper : MBAC409X9

(Computer Applications in Business)

(Practical)

Set - 15

Full Marks : 50

Time : Two Hours

*The figures in the margin indicate full marks.*

Answer the following questions. 10×4=40

1. Using the Mail Merge facility in MS Word, prepare a membership confirmation letter for a Sports Club for any five members, stating their names, addresses, phone numbers, and membership ID.
2. The following table shows the average annual temperature and electricity consumption of a city from 2013 to 2025

| Year | Years of Experience | Productivity Score |
|------|---------------------|--------------------|
| 2013 | 2                   | 55                 |
| 2014 | 3                   | 58                 |
| 2015 | 4                   | 62                 |
| 2016 | 5                   | 65                 |

P.T.O.

| Year | Years of Experience | Productivity Score |
|------|---------------------|--------------------|
| 2017 | 6                   | 68                 |
| 2018 | 7                   | 72                 |
| 2019 | 8                   | 75                 |
| 2020 | 9                   | 78                 |
| 2021 | 10                  | 82                 |
| 2022 | 11                  | 85                 |
| 2023 | 12                  | 88                 |
| 2024 | 13                  | 90                 |
| 2025 | 14                  | 92                 |

- (a) Calculate the average years of experience and average productivity score.
  - (b) Find the Standard Deviation and Variance for both variables.
  - (c) Determine the Coefficient of Correlation between experience and productivity.
  - (d) Estimate the productivity score of an employee having 12 years of experience.
3. Create a table in MS Access with database name 'Employee' having the following fields :
- (a) Emp\_ID (Number), Emp\_Name (Text), Department (Text), Salary (Number)

(b) Insert the following records :

| Emp_ID | Emp_Name | Department | Salary |
|--------|----------|------------|--------|
| 201    | R Mehta  | HR         | 45,000 |
| 202    | S Iyer   | Finance    | 55,000 |
| 203    | A Khan   | IT         | 60,000 |
| 204    | P Sharma | Marketing  | 50,000 |

- (c) Insert a new column Gender (Text) before the field Department with values M, F, M, M respectively.
- (d) Sort the records in descending order with respect to Salary.
- (e) Rename the column Department to Emp\_Department.
4. A businessman avails a Business Loan in April, 2026 for ₹ 25,00,000 at 10% per annum. The loan is repayable over 10 years through monthly installments, payable at the end of each month.

The first installment is payable at the end of April, 2026.

- (a) Find the monthly installment.
- (b) Prepare a schedule showing the interest and principal portions of the first four installments.

**Viva-voce : 10 Marks**

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