

2025

BUSINESS ADMINISTRATION - HONOURS-PRACTICAL

First Semester Paper: BBAA105 SEC1

(Information Technology in Business Module-II)

FULL MARKS - 50; TIME - 90 Minutes

Answer any four questions: (All questions carry equal marks)

Create a folder. Rename it as BBANEP1_YourName.

Save your work in that folder with your college roll number.

1. Perform the following tasks in Excel:

A university maintains a year wise result for four courses and then generates an average report as given below

No.	Year	Course1	Course2	Course3	Course4	Average
1	2002	356	300	300	400	
2	2003	200	400	200	450	
3	2004	256	500	400	600	
4	2005	400	600	500	550	
5	2006	456	450	550	450	
	Total					

- I. Complete the report to calculate the course wise total
 - II. Provide formula to calculate year wise average
 - III. Find the highest value in the table
 - IV. Generate a column chart to compare data
 - V. Sort the table as per average column in descending order
 - VI. Create a Pivot Table
2. Use the **mail merge** feature in **word** to write 5 invitation letters for an organization for their annual general meeting. The letters are to be sent to five managers of the said organization. The recipient details must contain the following fields:
Emp_id, first_name, last_name, designation, address, year_of_joining.
The letter should have following format:
Font type= Arial and font size = 12
3. Prepare a **POWERPOINT** presentation (minimum 6 slides) on **“Effective Sales Techniques and Strategies”**.
Use appropriate animation effects and slide transitions in your presentation.

4. XYZ Company wants to purchase some accessories. It has received the following quotations (data are in Rs.) In Access create the following table.

VENDORS	LAPTOP	PRINTER	TABLE	CHAIR	MOBILE
ALPHASOFT	40000	12000	8000	4000	12000
FUSIONS	34000	11000	7900	3800	11500
CREATIVE	46000	11800	8200	3900	12100
TECHFRONT	40000	11500	8100	3500	10900
PERIPHERALS	39800	11900	7500	3600	11800

Write SQL statement to solve the following:

- Display only those records where cost of the chair greater than 3600 and the table are less than 8100
 - Find the vendors who can supply printer at 11550 or less
 - Display the record of the vendor whose name is 'fusions'
 - Sort the database in ascending order of laptop price
 - Display the record having laptop price greater than 38000
5. Mr. A has taken a loan of Rs.10, 00,000 with the interest rate of 10% per annum, payable in 12 instalments (monthly) each year for a period of 5 years. Calculate the amount of EMI to be paid.