Bahria University



*Islamabad Campus*

Final Term Examination (Spring-2023)

*Department of Business Studies*

**Course:** **IT in Business Date: 7th July, 2023**

**Course Code: IT-162 Time: Session 11**

**Instructor Names: Kashif Abrar / Awais Khizer /Komal Kenza/Sundas Sajid.**

**Time Allowed: 2 Hours**

**Program: BBA [4] 1- A,B,C,D,E,F,G**

**Max Mark: 40**

**Total Pages: 3**

|  |  |
| --- | --- |
| **CLO3(C3)** | **To analyze and apply practical knowledge to gain competence in the usage of wide variety in practical software.** |

**Student Name: Enrollment No:**

**INSTRUCTIONS**

* It is a Practical Paper. Attempt all the Questions. There is NO CHOICE. Mobiles are not allowed.
* Question paper **must be returned**, write Your **Name** and **enrollment** number on the question Paper.
* There are total 3 questions.
* Save your files and copy them into the folder, students whose files are not copied will not be given marks.
* **Make a folder on the desktop. Name the folder & Files as “*Your Enrollment No*” and your**

**“*Name*” (e.g. 01-111111-111 Faisal)**

* If by any chance an option is not available, please take a screenshot and paste it at the end of the file.

**Question. 1 (10 Marks**)

Develop an MS Power Point presentation on the topic titled as “D-Watson”. (CLO: 3)

Open a New Blank document, save it on the desktop with your enrolment number and full name.

1. Add “D-Watson” name as a logo using MASTER SLIDE.
2. Insert footer having your Roll No and Section using MASTER SLIDE.
3. Insert your own background graphics and insert picture using Master slides.
4. Create a second slide master to use two different themes in the same presentation
5. Add 4 slides of different layout from first theme and next three from second theme of slide master.
6. Add “Comparison” layout slide and compare D-Watson and Shaheen Chemist.
7. Make section of first 3 slides and rename it as “**My Slides**” and rest as a second section and rename them as” **My Friend Slides**”.
8. Insert 8 point star shape in 2nd last slide and add 4pt width red border to the shape and hyperlink it to second slide.
9. Add the “**Non directional** Cycle smart art in the last slide.
10. Insert Random bars Animation with 2 sec duration in your rest of the slides.
11. Add “Dissolve” Transition to the first 2 slides and “Random” on others with sound effect “Breeze” and each slide should appear after 3 second.

**Save All Changes (Ctrl + S) and Close the file**

**Question .2** (**Part-A)** (**10 Marks)**

**Open MS Word, New Blank document, save it on the desktop folder with your enrolment and name.**

Make a short report on any business containing any random text and paragraphs. The word file should have the following. (CLO: 3 )

1. Insert Cover Page Style “**Contrast”** having the Title of “**Bahria University**”.
2. Add at least **20 paragraphs** of random text having **5** sentences each. Use a font style “**Arial”** and font size **14 .**
3. Make heading of any six paragraphs and format all the headings style as **Heading 1** and **Heading 2**.
4. Add Blank Page after Cover page and Insert auto generated **Table of Contents** on the Page 2 only.
5. At the end of fourth paragraph add “**B9H3O12”** using subscript and superscript.
6. Third paragraph should be “**Double Strikethrough” with** Red color only.
7. Drop Cap the first alphabet of fourth paragraph to three lines.
8. Insert page no **Circle** on the top of the page 4 only.
9. Change the orientation of only Page 5 to **Landscape** and use **Three Column”** page setup**.**
10. Apply “**Hanging indent”** alignment on 3rd last paragraphs only.
11. Add your name as a **watermark** in “Red” color with no transparency in page 5 only.
12. In first paragraph insert citation with **Author** title as your name and Style as APA

**(Part-B) (5 marks)**

* On last Page of your word/document file write the following letter using mail merge. To insert the data in mail merge you need to create an Excel file and save it with name **“MY EXCEL ”** whose details are given below the table of mail;
* Insert <<NAME>>, <<SUBJECT>>, <<MARKS>>, <<GRADE>>, <<ROLLNO>.> using mail merge.

|  |
| --- |
| To Mr. / Ms *,*  *<<SUBJECT>>.*  *<<ROLL NO>>.*  Subject: BBA Result Fall 2022  Dear *<<NAME>>.*,  *With due respect it is stated that your son/daughter <<NAME>> has got <<MARKS>> marks in <<SUBJECT>> subject. And <<name>> grade is <<GRADE>>.*    Management Bahria University |

* Rename the excel file sheet 1 with the word “ MY GRADE” and make the following table: (CLO:3)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ROLLNO. | NAME | SUBJECT | MARKS | GRADE |  | Grade Criteria | |
| 1 | Ayla | ACCOUNTING | 95 |  |  | A | >90 |
| 2 | Laraib | ENGLISH | 55 |  |  | B | >80 |
| 3 | Safina | ETHICS | 59 |  |  | C | >70 |
| 4 | Alyan | IT | 80 |  |  | D | >=60 |
| 5 | Sarfraz | MATHS | 89 |  |  | F | <60 |

Grades should be calculated automatically by using functions/formula based on the given Criteria.

Save all changes (Ctrl + S)

**Question.3 (15 Marks)**

For MS Excel do the following;

Open a **“MY EXCEL”** document previously created, save it in the desktop folder with your enrolment number and full name.

In “Sheet2” make the table as given below; (CLO: 3)

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**Open MS Excel and complete the following;**

1. Rename sheet 2 as “**MY RESEARCH**” and change the Tab color as “Green”.
2. Make the “**MY RESEARCH**” table as given above.
3. Right Aligned Horizontally, Top Two (2) Rows Centre Aligned Horizontally & Vertically
4. Left Column Centre Aligned Horizontally
5. “Profit in Rs” should be calculated by using the excel formula
6. “Profit in Euro” should be calculated by using the absolute addressing method,   
    Rate (1 Euro = 308.46PKR).
7. The Totals should be calculated using the excel formula.
8. Top two rows and first column of the table should be freeze while viewing
9. Cells containing values between 12000 and 8,000 should automatically change the fill color to Light Red.
10. Apply **“Green White Red Color Scale”** in the month column.
11. Apply any data validation check at end of table and insert comment of banner shape at any cell.
12. Make a Column 3D cone chart of the “Income Statement” table.
13. Give Yellow outline to the Chart with the outline weight to 6 Points.
14. At column G using LEN formula find length of days column.
15. Below total Row add todays date using “Today Date formula”.

**Save All Changes (Ctrl + S) and Close the file**

**BEST OF LUCK**