

# College of Vocational Studies

BMS – III Semester

## IT Tools for Business

### Online Practical Exam

Time: 1 Hour

Maximum Marks: 25

#### Instructions:

1. All questions are compulsory.
2. Marks are indicated against each question.
3. Separate files to be created for each question.
4. Save each file as your name and class roll number (e.g. ABC 123)
5. Practical Exam is only for 1 hour (i.e. 10:00 am to 11:00 am on 04-12-2020)
6. All answer scripts / files must be emailed at [deepakverma@cvs.du.ac.in](mailto:deepakverma@cvs.du.ac.in) till 12:00 noon on 04-12-2020.

#### Questions:

1. Your College official wants a report containing name of any 10 students along with their test scores of your class divided in two groups named “Red” and “Green”. You, as a class representative (CR), are requested to prepare a report in the following format **using Pivot Table** with all your own data. **10 Marks**

	Name of Student	Scores
<b>Red</b>		
<b>Red Total</b>		
<b>Green</b>		
<b>Green Total</b>		

2. Consider the following letter:

To,	Date: 4 <sup>th</sup> Dec., 2020
<<First Name>><<<Last Name>>	
<<Address>>	
<<City>>	
Dear <<Sir/Madam>>, have been selected for the course titled “Tally Advanced”. You are requested to report to Room No. 9, Department of Commerce, Delhi School of Economics, University of Delhi on 17 <sup>th</sup> December, 2020 at 9:00 AM sharp.	
Thanks and Regards,	
Course Coordinator	

This letter has to be sent to five people whose First Name, Last Name, Address, Gender, City, etc. are to be selected from the data source. Create your own data source. **5 Marks**

**3. (TO BE ANSWERED WRITTEN ON A SHEET OF PAPER)**

College maintains records of its library as follows:

**Book Info**

Field	Description
BCode	Identification of Book (Primary key)
BName	Name of the Book
Subject	Subject name

**Student Info**

Field	Description
SCode	Identity of Student (Primary Key)
SName	Name of the student
Class	( commerce, science, Art)

**Issue info**

Field	Description
BCode	Identification of book (Foreign key)
SCode	Identification of student (Foreign key)
MonthOfIssue	( July to March)
YearOfIssue	2002 to 2006

(All four fields of issue info table constitute a composite key)

On the basis of the above tables, **answer ANY TWO of the following questions:**

- What are Primary, Foreign and Composite keys? Explain the process of creating these keys with respect to the above given tables.
- What are the data types of all the fields in the Student Info table? Explain the use and process of setting a lookup-wizard data type.
- Draw out a query design template for retrieving the Scode, Sname and class of all the students whose names start with an "A", who have gotten a book issued in 2005. The names should be in alphabetical order.

**10 marks**