

Trade Test

Duration: 60 minutes

Total Marks: 40

Note: You are provided with the computer installed with Microsoft office to accomplish certain tasks. The evaluation parameters include completeness, effectiveness and communication efficiency in performing the test. You are not

- Q.1 Prepare a presentation using Microsoft PowerPoint to accomplish each of the following tasks? (Each task should be performed on a separate slide)
- Slide 1: A title slide describing you as a candidate appearing for the post of AILO at IIT Jodhpur
 - Slide 2: Second slide showing your academic and professional credentials determining suitability for the post (Use of various tools available within the software is mandatory to reach at an effective slide)
 - Slide 3: Develop the following table in power point;

Company Visit Schedule

Time	Meeting Location						
	Room 1		Room 2		Room 3		
Date to be automatically updated							
12:30 PM	X1	X2	Y1			Z1	Z2
2:30 PM	X3		Y1				
4:30 PM	X4	X5	Y1			Z3	
Date to be automatically updated							
6:30 PM	X6		Y1	Y2	Y3	Y4	Z4
	X6		Y5			Z5	
8:30 PM	X6		Y6			Z6	

- Slide 4: Develop waterfall chart (on left hand side) and Pi chart (on right side). Assume suitable data to build these charts.
- Slide 5: Make Thank You slide with word art, shading and transition effects.

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- Q.2 Create a worksheet using Microsoft excel as shown below; (Manual computations are not allowed the same has to be performed using inbuilt functions;

	A	B	C	D	E	F	G
1	Sales and Profit Report - First Quarter 2012						
2	No	City	Jan	Feb	Mar	Average	Maximum
3	C001	New York	\$22,000.00	\$29,000.00	\$19,000.00	?	?
4	C002	Los Angeles	\$42,000.00	\$39,000.00	\$43,000.00	?	?
5	?	London	\$18,000.00	\$20,000.00	\$22,000.00	?	?
6	?	Paris	\$35,000.00	\$26,000.00	\$31,000.00	?	?
7	?	Munich	\$12,000.00	\$15,000.00	\$13,000.00	?	?
8	Total Sales		?	?	?		
9	Cost		\$83,000.00	\$84,000.00	\$43,000.00		
10	Profit		?	?	?		
11	10% Bonus		?	?	?		
12							
13	Total Sales greater than 30,000		?	?	?		
14	No Sales greater than 30,000		?	?	?		

- a) Use AutoFill to put the Series Numbers into cells A5:A7.
- b) Format cells C3:G7, C8:E11, C13:E13 to include dollar sign with two decimal places.
- c) Find the Average Sales and Maximum Sales for each City.
- d) Find the Total Sales for each Month.
- e) Find Profit for each month
- f) Calculate the 10% Bonus, which is 10% of the Profit.
- g) Find the Total Sales for each Month; only for sales greater than 30,000.
- h) Find the No of Sales for each Month; only for sales greater than 30,000.
- i) Develop a bar-chart showing comparison of sales and profit for city.
- j) Develop a pi-chart showing percentage sales in each city.

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Q.3 Perform the following tasks in Microsoft Word.

- a) Locate Microsoft Word and open a new document.
- b) Type a paragraph describing yourself with title "About Me". The paragraph should contain 100-120 words.
- c) Italicize and Underline the title of paragraph.
- d) Set the font size to 14.
- e) Change the font style to Courier New.
- f) Adjust the line spacing to 2.0 (double space).
- g) Spellcheck your work.
- h) Save your document to the Desktop.
- i) Insert a picture onto your document (find an image from the internet, save it to the Desktop).
- j) Add a numbered list with your top three favourite travel places.
- k) Save your work

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