

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**MBA– SEMESTER –I-EXAMINATION – WINTER-2023**

Subject Code:4519208

Date: 23-01-2024

Subject Name: Developing Contributory Skills – I

Time:10:30 AM TO 12:00 PM

Total Marks: 50

**Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

**Q.1** Multiple Choice Questions

14

- (1) Critical thinking concerns \_\_\_\_\_.
- (a) determining the cause of our beliefs      (b) determining the quality of our beliefs  
(c) pinpointing the psychological basis of our beliefs      (d) assessing the practical impact of our beliefs
- (2) A belief is worth accepting if \_\_\_\_\_.
- (a) we have good reasons to accept it      (b) it is consistent with our needs  
(c) it has not been proven wrong      (d) Being persistent and enthusiastic when others are flagging
- (3) The word *critical* in critical thinking refers to \_\_\_\_\_.
- (a) using careful judgment or judicious evaluation      (b) a fault-finding attitude  
(c) attempts to win an argument      (d) a lack of respect for other people
- (4) The study of good reasoning, or inference, and the rules that govern it is called \_\_\_\_\_.
- (a) psychology      (b) decision making  
(c) logic      (d) ethics
- (5) Auto correct was originally designed replace \_\_\_\_\_ words as you type.
- (a) Short, repetitive      (b) Grammatically incorrect  
(c) Misspelled      (d) None of the above
- (6) From which menu you can insert Header and Footer?
- (a) Insert Menu      (b) View Menu  
(c) Format menu      (d) Format menu
- (7) To get to the 'Symbol' dialog box, click on the \_\_\_\_\_ menu and choose 'Symbol'.
- (a) Insert      (b) Format  
(c) Tools      (d) Table
- (8) Cut, Copy and Paste is in \_\_\_\_\_ Group in the Home tab.
- (a) Font      (b) Clipboard  
(c) Page Setup      (d) Editing
- (9) Which of the following is not a valid data type in Excel?
- (a) Number      (b) Date/Time  
(c) Character      (d) Label
- (10) Hyperlinks cannot be
- (a) Special shapes like stars and banners      (b) Drawing objects like rectangles ovals  
(c) Pictures      (d) All can be hyperlinks
- (11) Which symbol must all formula begin with?
- (a) +      (b) =  
(c) a Manager      (d) @

- (12) The auto calculate feature
- (a) Can only add values in a range of cells (b) Automatically creates formulas and adds them to a worksheet
- (c) A and b (d) Provides a quick way to view the result of an arithmetic operation on a range of cells
- (13) Which short cut key inserts a new slide in current presentation?
- (a) Ctrl+N (b) Ctrl+M
- (c) Ctrl+S (d) All of above
- (14) From which menu you can access Picture, Test Box, Chart etc?
- (a) Insert (b) File
- (c) Edit (d) View

**Q.2 Short Questions**

16

1. What is Hyperlink in MS- WORD?
2. Steps of Critical Thinking
3. What is Etiquette?
4. How to insert footnote & endnote in word document?
5. Write down steps to insert header and footer in Ms Word document
6. In which way to improve your critical thinking?
7. Meaning of creative Thinking
8. Explain find and replace with reference to MS word

**Q.3** What is chart? Explain different types of chart available in MS Excel

10

**OR**

**Q.3** What is the Meeting Etiquette? Explain in detail

10

**Q.4 CASE STUDY:**

Kashvi opens a jewellery showroom in Jaipur after completing a course in jewellery designing. She has employed eleven persons in her showroom. For greater productivity, she divides the work into small tasks and each employee is trained to perform his/her specialized job. The sales persons are allowed to close a deal with a buyer by giving a maximum of 10% discount, whereas the decision to give any further discount rests with Kashvi as the final authority. In the earlier days of starting of the business, five of her employees were asked to put in extra hours of work. In return she had promised to give them a special incentive within a year. Therefore, after six months when the business was doing well, she awarded a cash bonus to each of these employees to honour her commitment. However, when it comes to settling the conflicts among her employees, she tends to be more biased her female employees.

- (a) Identify and explain the various principles of management that are being applied by Kashvi. **05**
- (b) Identify and explain the principle of management which is being violated by Kashvi **05**

**OR**

- Q.4** (a) State any one effect of the violation of the principle of management by Kashvi **05**
- (b) Which approach do you believe that to solve this case? **05**

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