EASTERN UNIVERSITY, SRILANKA

First Year Second Semester Examination in Agriculture – 2009/2010

IT 1101 INTRODUCTION TO INFORMATION TECHNOLOGY

(Practical)

(Proper and Repeat)

Answer ALL Questions **Time Allowed: 02 Hours**

Q1)

a. Create a new folder with the name "**Your Index Number**" in the **Desktop**

b. Create three sub folders called "**CROP SCIENCE**" ,"**ANIMAL SCIENCE**" and ,"**ANSWER**" in the folder **Your Index Number**

c. Copy four *jpg* files from the hard disk to the folder "**CROP SCIENCE**". (Each file must be less than 150 kb).

d. Rename the four copied files as "**Pic01.jpg**", "**Pic02.jpg**", "**Pic03.jpg**" and "**Pic04.jpg**"

e. Create sub folder called "**WELCOME**" in the folder "**CROP SCIENCE**".

f. Create a following picture using the *ms paint* software. (Save this picture as "**welcome.jpg**" in the folder "**WELCOME**".

g. Compress/Zip the folder "**CROP SCIENCE**" and name it as "**crop.zip**" in the folder "**ANIMAL SCIENCE**".

h. Create a text file using Notepad software and save it as "**myAnswer.txt**" in the folder "**ANIMAL SCIENCE**". This text file should include the answer to the question that "How to pin any application program on the start menu?"

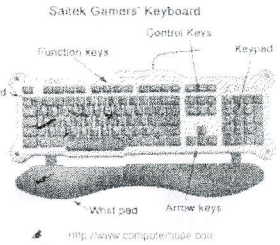
Q2. By using "Ms Word 2007" creates a Document as shown below and save it as **Q2.docx** in the folder **ANSWER.**

Note: This document related images are available on **intranet

Input Devices

An **input device/** ~~**output device**~~ is any hardware device that sends data to the computer, without any input devices, a computer would only be a display device and not allow users to interact with it, much like a TV. In the picture to the right, is a Logitech trackball mouse and an example of an input device. Below is a complete listing of all the different computer input devices that can be used on a computer.

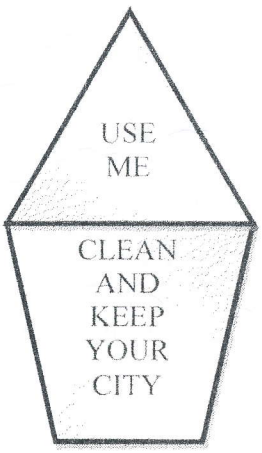
Examples of Input Device

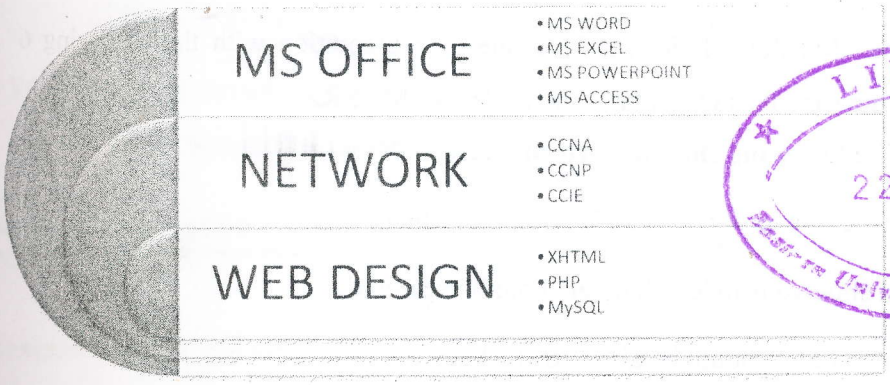


- KEYBOARD – One of the main input devices used on a computer, a PC's **keyboard** looks very similar to the keyboards of electric typewriters, with some additional keys..

- Liquid crystal display (LCD) – A hardware input device that was invented by Douglas Engelbart in 1963, who at the time was working at the Stanford Research Institute, which was a think tank sponsored by Stanford University. The **mouse** allows an individual to control a pointer in a graphical user interface (GUI).

$$(x + a)^m = \sum_{y=0}^{m} \binom{m}{y} x^y a^{m-y}$$





Q3. By using "Ms Excel 2007" creates a workbook as shown below and save it as **Q3.xlsx** in the folder **ANSWER.**

EASTERN UNIVERSITY, SRILANKA

B.SC IN AGRICULTURE - 2012

FINAL MARK SHEET

Index No	First Name	Subject Code				Total	Average	Rank
		IT 1201	AS 1240	CS 1320	AS 1120			
AS 1120	Kumar	92	93	88	77			
AS 1121	Azam	82	76	77	59			
AS 1122	Renu	57	58	90	92			
AS 1123	Kalai	66	65	63	84			
AS 1124	Arun	73	73	68	89			
AS 1125	Juzi	92	59	92	74			
AS 1126	Nasir	88	72	59	91			
AS 1127	Vinu	85	86	78	65			
AS 1128	Banu	66	77	63	74			
AS 1129	Anbu	77	76	92	85			
AS 1130	Satha	95	75	42	53			

a) Find the value for Total marks for each student using suitable excel function or formula.

b) Insert two rows name as MAX and MIN and Find the Maximum and minimum marks for all subjects using the suitable excel function or formula.

c) Find the value for Average marks for each student using Average () function.

d) Find the value for Rank using Rank () function. The Rank 1 should be given to student who got highest average marks.

e) Produce a Column chart for Index No and Total.

04) By using "Ms PowerPoint 2007" creates a presentation with the following 6 slides and save it as **Q4.pptx** in the folder **ANSWER.**

Note: The following should be considered.

- ❖ Apply the theme "Concourse" to your presentation.
- ❖ In first slide your Index Number should be entered.
- ❖ Slide transition should be given to all slides.
- ❖ Custom animation should be given to all headings in all slides.
- ❖ All slide related text and images are available on **Intranet.**