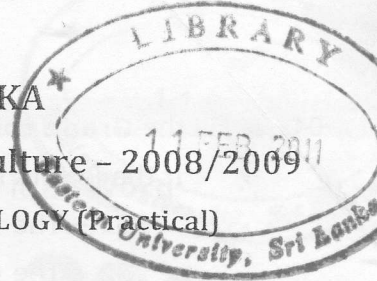# EASTERN UNIVERSITY, SRILANKA

First Year Second Semester Examination in Agriculture – 2008/2009

IT 1101 INTRODUCTION TO INFORMATION TECHNOLOGY (Practical)

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

Instruction:

Create a Folder with your Index number on your desktop. All the works should be saved in that folder.

Question 01

Type the following in a worksheet, use it to answer the following questions and save it as **Excel**

Dealer #	Name	City	Grade	Achievement			Average	Rank	Categ
				2007	2008	2009			
MC/G2/012	S.Suthakaran	Batticaloa		55	92	99			
MC/G1/017	K.Rubi	Trinco		83	22	37			
MC/G1/075	P.Jeyanthan	Batticaloa		86	42	89			
MC/G2/027	M.Kannan	Batticaloa		20	19	77			
MC/G2/031	T.Kavitha	Trinco		78	94	53			
MC/G1/031	A.Retnam	Trinco		21	32	31			
MC/G1/052	W.Kumaran	Batticaloa		77	47	80			

01. Insert columns "**NIC Number**" and "**Gender**" between Columns "**City**" and "**Grade**" and enter the values for NIC number as shown below.

NIC
783542369V
808833997V
792544556V
824598736V
847569882V
803546969V
793138978V

02. Fill the Gender column using suitable functions (Hint: Gender is "Female" if the 3 digits in NIC Number from 3rd digit to 5th digit are greater than 500, if not "Male")

03. Find the **Average** achievement for the years 2007,2008 and 2009 using suitable function.

1

04. Fill the **Grade** column with the following conditions

   If the letters between 2 slashes ("/") in the Dealer# is

   G1 – The Grade is **Grade-1**

   G2 – The Grade is **Grade-2**

   G3 – The Grade is **Grade-3**

05. Fill the Rank column – the highest Average should get **1**

06. Fill the Category Column with the following conditions

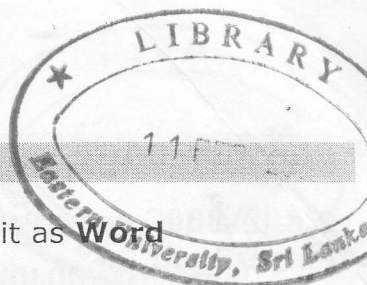| Average	Category
0 - 20	Worst
21 - 40	Bad
41 - 60	Good
61 - 80	Best
Above 80	Excellent

Question 02

Create a database file using MS-Access and name it as **Access**

01. From the information listed below, create a table in your database and save it as **Student**.

   (Determine the appropriate field properties from the information shown in the table)

SNO	Name	Gender	City	Age	Marks
AS101	Karunas	Male	Batticaloa	35	80
AS102	Theepan	Male	Batticaloa	24	65
AS103	Kumutha	Female	Tricomalee	25	92
AS104	Latha	Female	Tricomalee	25	75
AS105	Theeparaj	Male	Kalmunai	30	45
AS106	Rajan	Male	Batticaloa	28	63
AS107	Praveen	Male	Tricomalee	26	40
AS108	Pranavan	Male	Kalmunai	26	42

02. Create a form to enter or edit records and save the form as **Data Entry**.

03. Design queries to perform each of the following tasks.

   a. To display Name, City and age of all students and save the query as Q1.

   b. To display all Female students and save it as Q2.

   c. To display Student's Name and Gender whose age is greater than 25

   d. To display Student's SNO and Names who 's city is Batticaloa and obtained mar greater than 70.

   e. To display student details who's name starts with the letter **P**.

reate the following document using Microsoft Word and save it as **Word**

Microsoft Word 2007

ew in Office 2007

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

A **personal computer (PC)** is any general purpose computer whose size, capabilities, and original sales price make it useful for individuals, and which is intended to be operated directly by an end user with no intervening computer operator. This is in contrast to the batch processing or time-sharing models which allowed large expensive mainframe systems to be used by many people, usually at the same time, or large data processing systems which required a full time staff to operate efficiently. It is also in contrast with the more recent trend of controlling software availability through an intervening third party such as the Apple App Store.

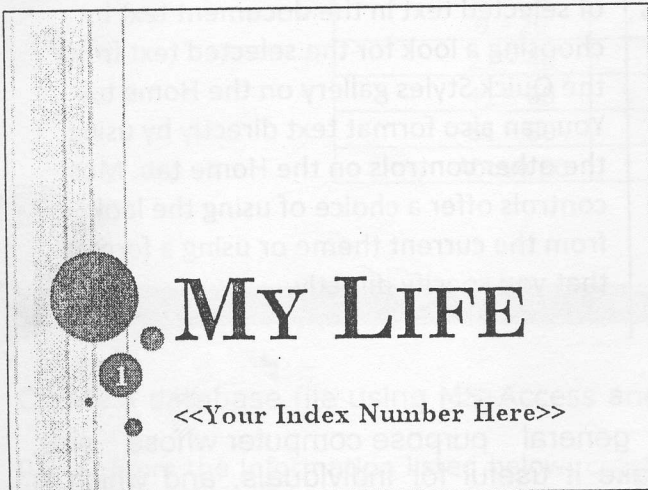| Name	City	Points	Salary
Sanjeev	Batticaloa	23.52	25000.00
Priya	Batticaloa	12.125	13000.00
Ramani	Colombo	28.12	30000.00
Rajani	Kalmunai	125.256	132000.00
Theepan	Colombo	42.12	45000.00

Question 04

Create a new PowerPoint presentation with the following 4 Slides and save it as **PowerPoint**.

Note: The following should be considered during preparation of the Presentation file.

Slide Design: Oriel
Footer: Your Registration number in all slides (except in the first slide)
Custom animation: Custom animation should be given to all heading in all slides.

MY LIFE

<<Your Index Number Here>>

LEELA

o I am a young woman from Batticaloa which is in the East part of Sri Lanka

MY FAMILY

Parents

o My father is an Engineer
o My mother is a housewife

Siblings

o I have one sister. Her name is Kamala
o Kamala is following undergraduate course at Eastern university of Sri Lanka

MY GOALS

o I want to be a doctor
o I want to travel on every continent
o I want to buy a Car