EASTERN UNIVERSITY, SRILANKA

FIRST EXAMINATION IN SCIENCE –2010/2011

FIRST SEMESTER (Nov. /Dec. 2012)

CC 152 – INTRODUCTION TO APPLICATION SOFTWARE

(PRACTICAL)

(PROPER & REPEAT)

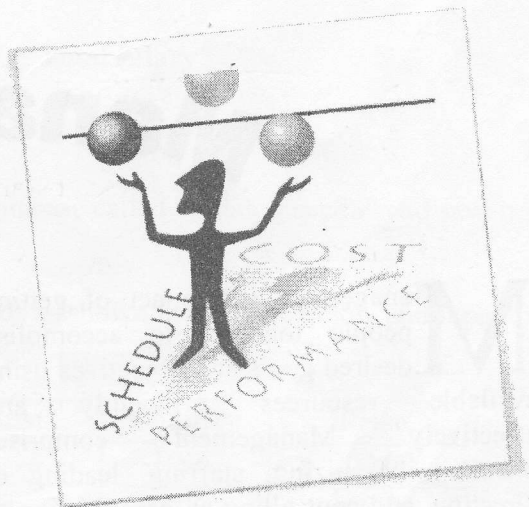**Answer all questions**   **Time allowed: 02 hours**

Q1)

1. Create a folder on the desktop and name it with your **Index number**.

2. Create a sub folder called "**Exam**" inside your index numbered folder.

3. Create four sub folders as "**Word**", "**Excel**", "**PowerPoint**" and "**Access**" within the folder "**Exam**".

4. By using "MS Word 2007", create a Document as shown below and save it as "Word.docx" inside the folder "**Word**". Insert your **Index Number** as Header.

I) Skills
   a. Management skills
      * Budgeting
      * Performance evaluation
      * Training
   b. Leadership skills
      * Motivation
      * Coaching
      * Counseling
   c. People skills
      * Communication skills
      * Relationship skills
II) Roles
   a. Interpersonal
   b. Decisional
   c. Informational

Preparedness

Mitigation

Response

Recovery

Four phases of Emergency Management	❖ Mitigation	efforts to reduce hazards or its impacts
	❖ Preparedness	efforts to prepare for a likely hazard
	❖ Response	actions taken to respond to an emergency
	❖ Recovery	actions taken to restore the community to pre-disaster condition

Management

Management is the act of getting people together ·to accomplish desired goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization or effort for the purpose of accomplishing a goal.

Q2)

By using "Ms Excel 2007", create a workbook as shown below and save it as "Desktop\ Your Index Number \ Exam\ Excel\ ABS.xlsx"

Annual Report for ABS Company

Full Name	District	Salary	Income without Salary	Tax for income without Salary	Total Income
Mr.Rahuvaran Suren	Batticaloa	10,000.00	11,500.00		
Mr.Nadarajah Thushi	Ampara	12,000.00	15,250.00		
Miss.Shiyamala Sundar	Batticaloa	15,200.00	8,250.00		
Mr.Alex Visva	Colombo	19,500.00	2,500.00		
Miss.Dineshi Pragash	Ampara	9,500.00	18,500.00		

I. Insert a new column with name **"Name with Initials"** which is between the columns **"Full Name"** and **"District"** and fill it like as Mr. R.Suren (by using suitable function)

II. Fill the column **"Tax for income without salary"** according to the following table

Income without salary	Tax for income without salary
Less than 5,000	3% in Income without salary
5,000 to 9,999	5% Income without salary
10,000 to 14,999	10% Income without salary
Greater than 15,000	15% Income without salary

III. Compute **Total Income** where, **Total Income=Salary + Income without Salary - Tax for income without Salary**

IV. Sketch the column Chart **"Full Name"** Vs **"Total salary"**

Q3)

By using Microsoft Access 2007, Create a new database called "Catalog.accdb" and save it in "Desktop\ Your Index Number \ Exam\ Access".

a) Create a table **"CD Catalog"** with the fields as shown in the table below and Input the records. Define the Primary Key for the table.

ID	Title	Artist	Country	Price
101	Empire	Bob	USA	200.00
102	Hide your heart	Bonnie	UK	100.00
103	Greatest Hits	Dolly	USA	250.00
104	Black angel	Savage Rose	London	250.00
105	Private Dancer	Tina	UK	150.00

b) Create Queries to retrieve the following information from the database.

   1) Display **ID, Title and Artist** of the CDs and save it as "**Query1**".

   2) Display **Title, Artist** and **Country** of the CDs whose **price is more than or equal to Rs 200.00** and save it as "**Query2**".

   3) Display **ID** and **Title** for CDs whose **Country** is "**UK**" or "**London**" and save it as "**Query3**".

   4) Display **Title** of the CDs whose **Artist** names start with "**B**" and save it as "**Query4**".

   5) Display **Title** of the CDs whose **Title with the length of 6** digits and save it as "**Query5**".

c) Create a Report to display CDs' **ID, Title** and **Artist** and save it as "**CD Details**".

Q4)

By using "Ms PowerPoint 2007", create a presentation with the following 5 slides. And save it as "**Desktop\ Your Index Number \Exam\ PowerPoint\ Q4.pptx**"

1. Type your Index number in the First slide.
2. Add one Clip Art to the second slide.
3. Add animation effects to the titles and text in each slide.
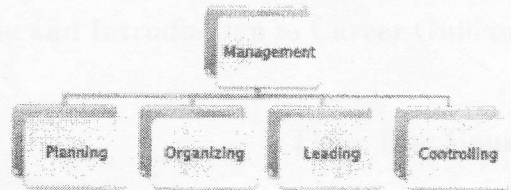4. Add transition effect between slides.

Characterization

Subject	Manager	Leader
Acting	Doing things right	Doing right things
Essence	Stability	Change
Focus	Managing work	Leading people

Traditional Functions

Shriberg's view