# EASTERN UNIVERSITY, SRILANKA

## FIRST EXAMINATION IN SCIENCE –2008/2009

## FIRST SEMESTER (Apr. /May. 2010)

## CC 152 – INTRODUCTION TO APPLICATION SOFTWARE

## (PRACTICAL)

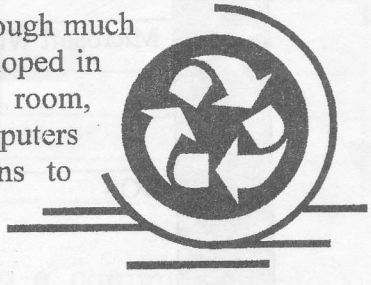
## (PROPER & REPEAT)

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

**01.** By using "Ms Word 2003" create a document as shown below and save it as **Computer.doc** in the folder "A:\Your Index Number\WORD".

# COMPUTER

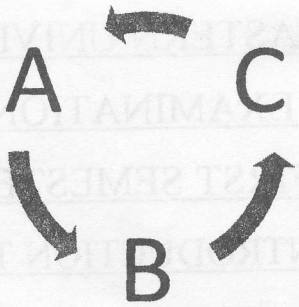
A **computer** is a programmable machine that receives input, stores and manipulates data, and provides output in a useful format.



Although mechanical examples of computers have existed through much of recorded human history, the first electronic computers were developed in the mid-20th century (1940–1945). These were the size of a large room, consuming as much power as several hundred modern personal computers (PCs). Modern computers based on integrated circuits are millions to billions of times more capable than the early machines, and occupy a fraction of the space. Simple computers are small enough to fit into small pocket devices, and can be powered by a small battery.

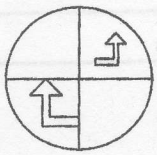
Personal computers in their various forms are icons of the Information Age and are what most people think of as "computers". However, the embedded computers found in many devices from MP3 players to fighter aircraft and from toys to industrial robots are the most numerous

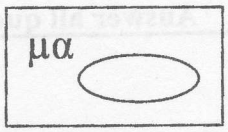
1. History of computing
2. Stored program architecture
    a. Programs
    b. Example
3. Function
    a. Control unit
    b. Arithmetic/logic unit (ALU)
    c. Memory
    d. Input/output (I/O)
    e. Multitasking
    f. Multiprocessing
    g. Networking and the Internet
4. Further topics
    a. Hardware
    b. Software
    c. Programming languages
    d. Professions and organizations





$$1+2+3+\ldots+n=\frac{n(n+1)}{2}$$






| | | |
|---|---|---|
| Operating system | Unix and BSD | UNIX System V, IBM AIX, HP-UX, Solaris (SunOS), IRIX, List of BSD operating systems |
| | GNU/Linux | List of Linux distributions, Comparison of Linux distributions |
| | Microsoft Windows | Windows 95, Windows 98, Windows NT, Windows 2000, Windows XP, Windows Vista, Windows 7,Windows CE |
| | DOS | 86-DOS (QDOS), PC-DOS, MS-DOS, DR-DOS, FreeDOS |
| | Mac OS | Mac OS classic, Mac OS X |
| | Embedded and real-time | List of embedded operating systems |
| | Experimental | Amoeba, Oberon/Bluebottle, Plan 9 from Bell Labs |

**02.** By using "Ms Excel 2003" create a Workbook as shown below and save it as **Sales.xls** in the folder "A:\Your Index Number\ EXCEL".

a) Input the data, aligned and formatted as shown below. Adjust column widths as necessary

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | First Name | Last Name | Basic Wage | Items Sold | Commission | Gross Wage |
| 2 | Tom | Smith | 200 | 12 | | |
| 3 | Sally | Brown | 220 | 8 | | |
| 4 | Robert | Jones | 200 | 16 | | |
| 5 | Jane | Williams | 200 | 17 | | |
| 6 | Sally | Johnson | 200 | 9 | | |
| 7 | Robert | Smith | 200 | 0 | | |
| 8 | Tom | Brown | 220 | 20 | | |
| 9 | Edward | Jones | 200 | 6 | | |
| 10 | Jane | Williams | 220 | 10 | | |
| 11 | Bill | Johnson | 200 | 5 | | |
| 12 | | | | | **Total wages** | |
| 13 | | | **Average Items Sold** | | | |
| 14 | | | | | | |
| 15 | **Examination Number** | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |

b) Each sales person is paid a basic wage and also a commission of **8.50%** per item sold. Calculate the **Commission** for each sales person by multiplying the **Items Sold** by the commission rate of **8.50%**. This should be displayed in the **Commission** column.

c) Calculate the **Gross Wage** for each sales person by adding **Basic Wage** to **Commission** for each sales person. This should be displayed in the **Gross Wage** column.

d) Use a suitable formula, to calculate the **Total Wages** for all of the sales persons.

e) Use a suitable formula, to calculate the **Average Items Sold**.

f) Format all cells that contain money amounts to currency (e.g. €80.00).

g) Insert the Columns, **Email Address** and fill it like as **jwilliams@gmail.com**

h) Type your Examination Number in cell.

i) Create a bar chart that shows the **Items Sold** by each **First Name**.

j) Insert your Examination Number as the title of the chart.

**03.** By using "Ms excel 2003" create a Presentation as shown below and save it as **Hotel.ppt** in the folder "A:\Your Index Number\POWER POINT".

a) Create a new presentation and choose one of the existing design templates.

b) Insert a **title slide** and enter the following text:

**Sharrowbay Hotel**

Revive your senses at the North

Lakes Spa – Cumbria's most exclusive

Hotel and Leisure Club

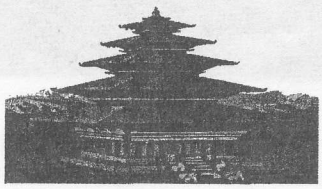
"Type Your Index No here"

c) Create another slide as shown below and put any **custom animation** to the picture:



# Amenities

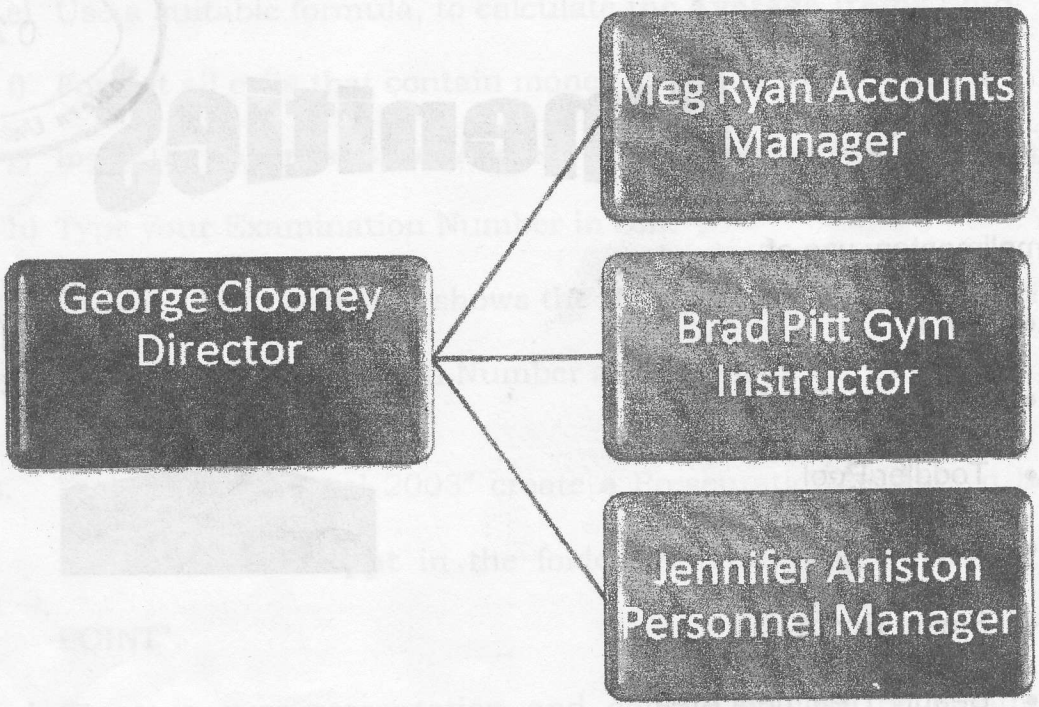
- Complimentary use of:
  - Gym
  - Swimming Pool
  - Toddler Pool
  - Sauna
  - Steam Room
  - Beauty Treatment Area



d) Creating another slide which consist a column chart by using following data and put the title is **"Monthly Cottage Rental"**

| | June | July | August |
|---|---|---|---|
| Primrose | 600 | 800 | 900 |
| Bluebell | 500 | 600 | 750 |
| Rose | 500 | 580 | 620 |

e) Create another slide with Organization Chart as given below with suitable transition and custom animation effect.




**04.** By using "Ms Access 2003" create a Database as shown below and save it as **University.mdb** in the folder "A:\Your Index Number\ACCESS".

a) Create a table called "**Students**" with the following fields.

| ***Field Name*** | ***Data Type*** |
|---|---|
| 1. Registration No | Number |
| 2. Student Name | Text |
| 3. Date of Birth | Date/Time Format: Short Date |
| 4. District | Text |
| 5. Mobile No | Text |
| 6. Sex | Lookup wizard |

b) Define the Primary Key for the above table.

c) Input the following records.

| Registration No | Student Name | Date of Birth | District | Mobile No | Sex |
|---|---|---|---|---|---|
| 1001 | Andrew | 10/5/1983 | Colombo | 0774568325 | Male |
| 1002 | Ramani | 4/23/1982 | Batticaloa | 0716398153 | Female |
| 1003 | Rahul | 12/6/1983 | Trincomalee | 0771237568 | Male |
| 1004 | Madumitha | 7/13/1982 | Kandy | 0714826475 | Female |
| 1005 | Suresh | 5/8/1983 | Batticaloa | 0778623547 | Male |
| 1006 | Sarulatha | 2/6/1982 | Jaffna | 0773452221 | Female |
| 1007 | Ramesh | 3/4/1983 | Mannar | 0718989899 | Male |

d) Design Queries to perform each of the following tasks.

- Display the **Students details** and save it as "**Query1**".
- Display the **Student Name**, **District** and **Mobile No** of all Students and save the query as "**Query2**".
- Display the **Student details** whose **Name start with "R"** and save it as "**Query3**".
- Display **Student Names** whose **Name with the length of 5** digits and save it as "**Query4**".
- Display **Registration No** and **Student Name** whose **District is either Batticaloa or Colombo** and save it as "**Query5**".
- Display the **Student Names** who born **between 1/1/1982 and 12/31/1982** and save it as "**Query6**".

e) Create a Report to display Students' **Registration No**, **Student Name** and **District** and save it as "**StudentDetails**".