



EASTERN UNIVERSITY SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT
FIRST EXAMINATION IN BBA/BCOM - 2016/ 2017
FIRST SEMESTER (July / August - 2018)
MGT 1022 – COMPUTING THEORY AND APPLICATION - I
PRACTICAL (PROPER)

Answer all questions

Time allowed: 02 hours

Important Instructions:

- This paper has **02 questions** and **06 pages**.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Create a new folder on your desktop and name it with “Your Index No” and save answers of the questions inside your index number folder

Q1.

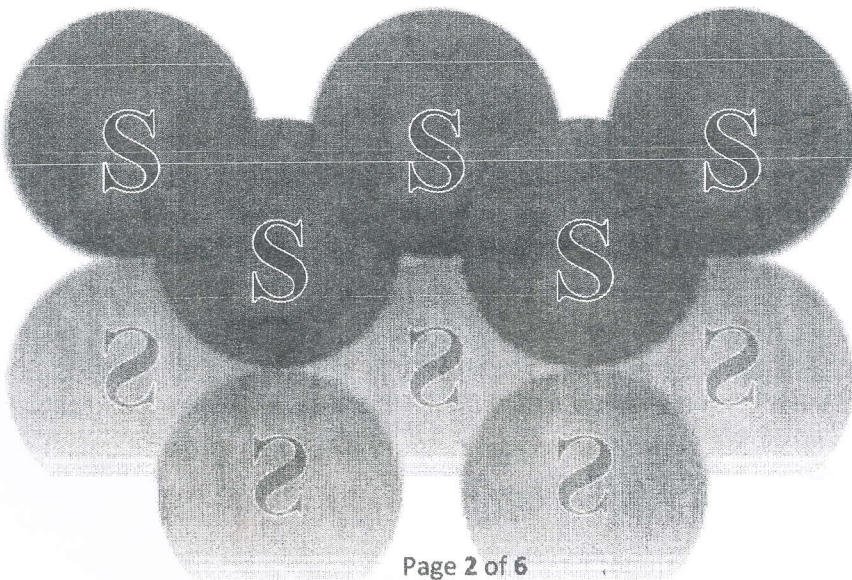
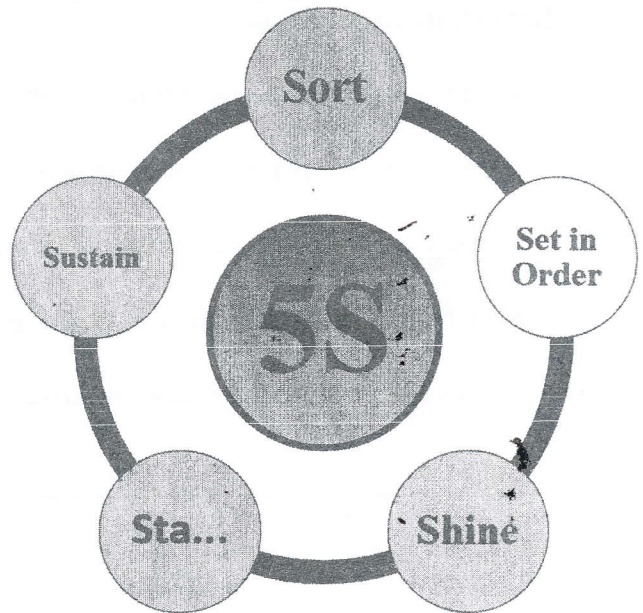
By using “MS Word 2013” create the following document as shown below and save it as “MGT 1022_2018.docx” on your Index number folder created in the Desktop. Insert “MGT 1202 Computing Theory and Application - I” as header.

5S is a system for organizing work spaces so efficiently, putting everything where it belongs and keeping the workplace clean, which makes it easier for people to do their jobs without wasting time or risking injury.

5S System

system for organizing work can be performed effectively and safely? putting everything keeping the workplace easier for people to do without wasting time or risking

- 1) 5S Translation
 - a) Japanese Words
 - Seiri
 - Seiton
 - Seiso
 - Seiketsu
 - Shitsuke
 - b) In English
 - Sort
 - Set in Order
 - Shine
 - Standardize
 - Sustain



Workshop on 5S Methodology

Date	3 rd September 2018	Time	9.00 to 4.00
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Fee
Rs 8500/=

Contents

Medium	English
<ul style="list-style-type: none">• What is 5S?• Why and How do we practice 5S?• Implementing 5S• Results of 5S	

**For All who
are interested**

Q2.

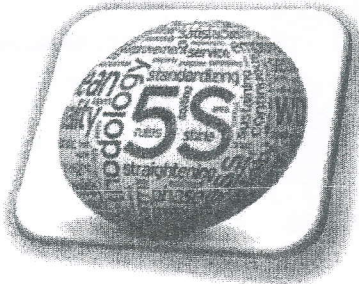
Create the following presentation file with six slides using MS PowerPoint 2013 and save it as “5S.pptx” into the folder created as per the instructions. The presentation file you are creating should have the following:

- Use any slide theme to your presentation.
- Use appropriate slide layout for every slides.
- Type your Index Number in the first slide.
- Add “MGT 1022” and the “Slide Number” as footer to the slides except first slide.
- Add slide transition effects between all slides.
- Add animation effects to the titles in each slide.
- Add a custom animation to the objects in the fifth slide as described here. Objects should be appeared on the slide one by one according to the following order.

1st. Image “Before” (File Name: Image 3.jpg)

2nd. Block Arrow

5S Methodology

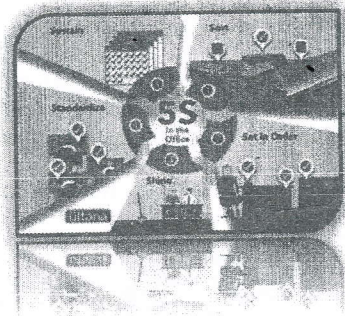


Your Index No

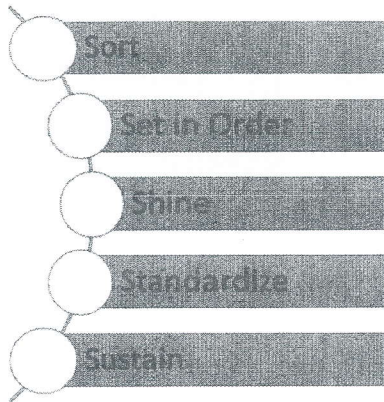
Introduction

- 5S is a workplace organization method that uses a list of five Japanese words:

- Seiri
- Seiton
- Seiso
- Seiketsu
- Shitsuke



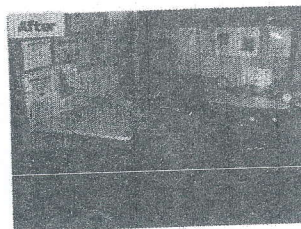
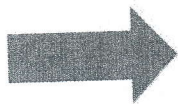
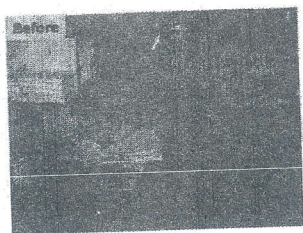
5S Explanation



Benefits of 5S

- Reduced costs
- Higher quality
- Increased productivity
- Greater employee satisfaction
- A safer work environment

At Workplace



Thank You