

EASTERN UNIVERSITY, SRILANKA

FACULTY OF COMMERCE AND MANAGEMENT

FIRST YEAR - SECOND SEMESTER EXAMINATION IN

BUSINESS ADMINISTRATION / COMMERCE - 2008/2009 (SEP, 2010)

**MGT 1043 – COMPUTER SOFTWARE AND APPLICATION**

(Proper/ Repeat)

Answer all questions

Time: 3 hours

- a) Create a folder on the desktop and rename it with your **index number (COM#### or MS####)**.
- b) Create a new folder and name it as “Software” on the Desktop.
- c) Copy the folder “Software” into the folder named with your index number on the desktop.
- d) Create three sub folders namely “Word”, “Windows” and “Program” inside the folder “Software”.
- e) Create two sub folders as “Text” and “Picture” inside the folder “Word”.
- f) Copy two word documents from the Hard disk to the folder “Text”. (Each file must be less than 70KB).
- g) Rename the two copied files as “first.doc” and “second.doc”.
- h) Draw a picture using MS Paint and Save it as “picture.jpg” inside the folder “Picture”.
- i) Create a notepad file and type the answer for the question “How to pin calculator to the start menu?” and save it as “answer.txt” inside the folder “Windows”.
- j) Write a C++ program that gets ten numbers from the keyboard (between 0 and 1000) and store them in an array. The program should output the following:
  - i. Display the numbers stored in the array.
  - ii. Display the numbers in the array which are greater than 500.
  - iii. Count the numbers between 100 and 700 in the array and output the count.Save the C++ program as “**Q1j.cpp**” inside the folder “Program”.

Q2)

Create the following using Excel and Save it as *Question2.xls* inside the folder named with your index number on the desktop created in Q1.a.

<b>Global Limited Company - Employees Details</b>					
<b>Employee Id</b>	<b>Name</b>	<b>Job Title</b>	<b>Basic Salary(Rs.)</b>	<b>Allowance</b>	<b>Dedu</b>
3200	Mr.Anojan Kanesh	Sales Assistant	12540.00	300.00	
3201	Miss.Jegan Kavitha	Sales Assistant	12540.00	200.00	
3202	Miss.Saravanan Vaani	Senior Sales Manager	23500.00	450.00	
3203	Mr.Arumugam Vishva	Sales Leader	15500.00	450.00	
3204	Miss.Alizahir Nasreen	Sales Representative	17800.00	450.00	
3205	Mr.Ravi Sangar	Sales Representative	17800.00	350.00	
3207	Miss. Rukmi Perera	Junior Sales Manager	21550.00	500.00	
<b>Total Amount</b>					

- Rename the Worksheet as "Global Company".
- Insert three columns: Gross Salary, E.P.F, and Net Salary.
- Fill the Columns Gross Salary, E.P.F, and Net Salary for all employees.

Hint: Gross Salary = Basic Salary + Allowance

E.P.F= Basic Salary \* 8%

Net Salary= Gross Salary – Deduction – E.P.F

- Fill the Row **Total Amount** using suitable function.
- Create a Column Called Sex and fill it either "MALE" or "FEMALE" according to the title.
- Create a Column Called Grade and fill it with following conditions.

**Condition**

**Grade**

Net Salary < 15000

Level III

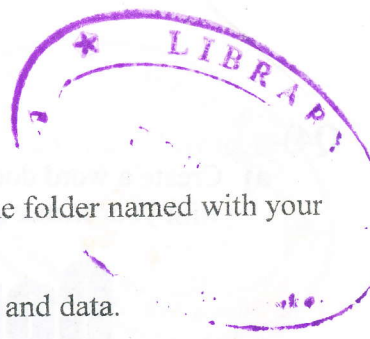
20000 > Net Salary > 15 000

Level II

Net Salary > 20 000

Level I

- Create a Column Chart for **Employee Id** and **Net Salary**, and title it as "Employee Sc



Create a blank database named as "MSC Students in Australia" inside the folder named with your **lex number** on the desktop created in Q1.a.

a) Create the table named as "Students List" with the following fields and data.

<u>Field Name</u>	<u>Data Type</u>
Student No -	AutoNumber
Last name -	Text
First Name -	Text
Date of Birth -	Date
Gender -	Lookup wizard
Mark -	Number
Address -	Text
City -	Text

Student No	Last Name	First name	Date of Birth	Gender	Mark	Address	City
1	Robbins	Mark	17-06-89	Male	78	4 Kensington Ave	Dianella
2	Stevens	Sarah	10-04-89	Female	62	24 Browne Ave	Yokine
3	Andrews	Claire	01-11-89	Female	58	322 Walter Rd	Morley
4	McKay	Tim	02-08-89	Male	34	54 Coode St	Dianella
5	Petersen	Robert	28-03-89	Male	83	230 Flinders St	Yokine
6	Sander	Jemma	30-05-89	Female	91	183 Grand prom	Bedford
7	Hutch	Ian	28-09-89	Male	67	18 Croft Ave	Dianella

Set 'Student No' as the primary key.

b) Create Query to get the following results and save as noted.

- i. Display all Students List: Last Name, First name, Date of Birth, Address, City, Mark, and Gender and save it as **Q1**.
- ii. Show all records that are male students with a mark of at least 50 and save it as **Q2**.
- iii. Show all records who live in "Yokine" and save it as **Q3**.
- iv. Show all records with a last name end with "ns" and save it as **Q4**.
- v. Show all records who born between 01-05-1989 and 30-12-1989 and save it as **Q5**.
- vi. Show last Name, First name and City for the students, whose first name start with the letter S and save it as **Q6**.

c) Create a report using the table and save it as "Student Details".

Q4)

- a) Create a word document as shown below and save it as "word.doc" inside the folder named with your **index number** on the desktop created in Q1.a.

# Computers in our life

**C**omputers are the future whether we like it or not. Some people dislike computers, because of the complications it takes to understand the basics. Computers are not exactly the easiest tools to work with, but they are the most rewarding, and they are the future. The

people who don't know much about computers will be lost in the future. You should learn what you can while you still have the chance, because things will develop quickly for you.



Type of Device	Device	Category	
Input Device	i. Keyboard		
	ii. mouse		
Output Device	i. monitor	Normal	
		Flat screen	
	ii. Printers		Dot metrics
			Ink jet
			Laser
		Thermal	

Code	Item	Quantity	Unit price
8	pen	47	11.00
21	ruler	7	42.50
115	eraser	104	5.64

- b) Enter the following records into the data source for mail merge and save it as "jobs.md" inside the folder named with your **index number** on the desktop created in Q1.a.

Post	Date	News paper	Address 1	Address
Data entry operator	12.08.2010	Sunday Observer	115A,D.S.Senanayake St.	Ampara
Computer programmer	25.08.2010	Daily news	463,Baseline Road	Katunayake
Web designer	30.08.2010	Virakesari	409,Galle Road	Colombo
Computer programmer	01.09.2010	Dinamina	65c,Dharmapala Mawatha	Colombo
Computer programmer	10.09.2010	Sunday Observer	405, R. A. de mel Mawatha	Colombo

- c) Create the following form letter and save it as “**application.doc**” inside the folder named with your **index number** on the desktop created in **Q1.a**.

K. Lokesh,  
2500, Trinco road,  
Vantharumoolai.  
16.09.2010

Human Resources Manager,  
<<Address1>>  
<<Address2>>

Dear Sir/ Madam,

**Application for the Post of << Post >>**

With reference to your advertisement in the <<Newspaper>> of<<Date>>, I wish to submit my application for the post of <<Post>>.

My curriculum vitae I attached herewith. I believe that my knowledge and expertise will help me be of service to your esteemed organization.

Thanking you.

Yours' faithfully,

**K. LOKESH**

- d) Save the merged letters as “**letters.doc**” inside the folder named with your **index number** on the desktop created in **Q1.a**.

