

Eastern University Sri Lanka  
 Faculty of Commerce and Management  
 First Year Second Semester Examination in  
 Business Administration / Commerce 2007/2008 (Sep 2009)  
 MGT-1213 Computer Software & Application  
 (Proper /Repeat)



Answer all questions

Time: Three hours

Question 01.

Create the following document using MS Word and save it in your floppy disk.

**Introduction to Microsoft PowerPoint 2004**

**Introduction to Microsoft PowerPoint 2004** is a one-day course to introduce the student to the basic capabilities of MS Power Point presentations for individuals to

**navigate through** the application , create new slides, add graphics , use slide master to format your presentation, change your backgrounds and how to add transitions & effects to your presentations.

(50 marks)

<u>ITEM</u>	<u>ITEM PRICE</u>	<u>DISCOUNT</u>
Introduction to Computer.....	\$32.67 .....	12%
Msoffice ,easy to learn.....	\$43.980.....	20%
Introduction to Windows2000....	\$30.00 .....	10%

(50 marks)

Question 02.

Type the following in the Excel Worksheet and rename the sheet as "Marks Details" and save it as Q2.xls.

Full name	Index no	Assessment Marks			Final Marks	Assessment Average	Average
		1	2	3			
Mr.Ravi Ramilan	PS600	20	67	89	45	78	56
Mr.Raji Ragavan	PS601	49	56	67	67		
Mr.Rangan Silva	PS602	78	78	90	89		
Ms.Ramani Ram	PS501	65	88	67	34		
Mr.Ramanan Sugumar	PS502	44	55	65	56		

(40 marks)

b) Using excel formula fill the "Assessment Average" column , Average column.  
 (Assessment Average = Average of the top two Assessment marks.)  
 (Average = [ Final marks \*2 + Assessment Average] / 3.) (30 marks)

c)  
 i) Fill the heading cells with red colour.  
 ii) Fill the cells with red colour , those who's average is greater than 50.

(30 marks)

Question 03.

a) Create the database using MS-Access with the name "students.mdb".  
 Design the following table under this database with suitable data types.

Index no	Full Name	Sex	Date of Birth	City	Course Nme
PS100	Ramana Kannan	Male	01/12/1977	Batticaloa	Physical Science
PS101	Karthika veerakuddy	Female	13/09/1978	Kalmunai	Physical Science
PS102	Samithamby Ramanan	Male	25/04/1977	Batticaloa	Physical Science
BS204	Suguna Ramamoorthy	Female	04/06/1977	Colombo	Bio Science
BS205	Keerthy Sampan	Male	08/12/1978	Galle	Bio Science
BS203	Kanthan Ray	Male	12/12/1977	Badulla	Bio Science
BS202	Saman Mary	Female	27/10/1979	Batticaloa	Bio Science
PS103	Kannan Balan	Male	15/03/1978	Batticaloa	Physical Science
PS104	Ram Ramani	Female	25/05/1977	Eravur	Physical Science
PS105	Balan Bavani	Female	12/01/1979	Colombo	Physical Science
PS106	Kanthan Nathan	Male	22/02/1979	Badulla	Physical Science

(40 m

b) Create the queries for the following statements and save the queries.

- (i) List the "full name" and "course name" of students whose sex "female" and course stream in "Bio Science" or birth in "1979".
- (ii) List the "full name" and "date of birth" of students who followed the course stream in "Physical Science" and home city of "Batticaloa".

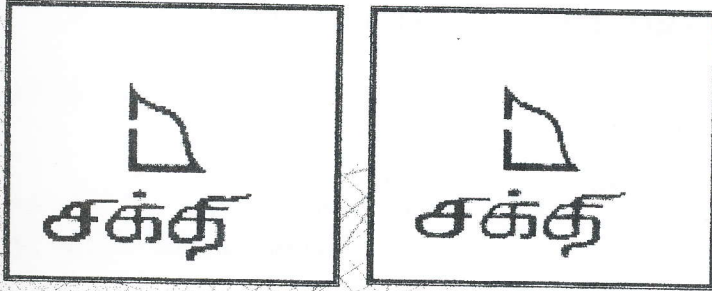
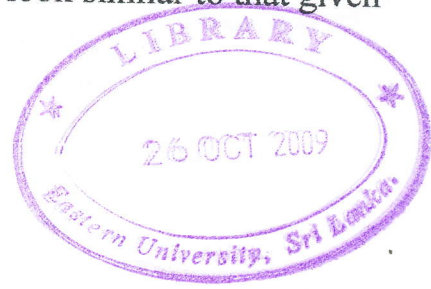
(30 marks)

c) Create a report that includes full name, index number and date of birth of all students and save it with the name rptSports.

(30 m

Question 04.

- a) Using HTML(Hyper text mark up language) create an advertisement web page for your University year end party. (50 marks)
- b) Using Power Point software create a Power Point slide, to look similar to that given bellow and save it in your floppy.



(50marks)

Question 05.

- a) Using Photoshop software create an invitation card for a birth day party and save it. (50 marks)
- b) Using Microsoft Flash software create examples to explain the following :
- (i) Shape tweening. (ii) Motion tweening (iii) Masking.

(50 marks)