EASTERN UNIVERSITY, SRILANKA

First Year Second Semester Examination in Agriculture – 2006/2007

IT 101 INTRODUCTION TO INFORMATION TECHNOLOGY (Practical)

(External Degree)

Answer all Questions

Instructions:

- Answer all questions in the given floppy disk.
- Write your index number on the external label of your floppy disk.
- Check working condition of your floppy disk.

Time allowed: 03 hours

01.

1. Label your floppy diskette as **"EUSL"**.

2. Create a folder called **"Computer"** in your floppy diskette.

3. Copy two text files from the hard disk to the folder **"Computer"** in your floppy diskette. (Each file must be less than 40KB).

4. Rename the two copied files like as **"windows"** & **"office"**.

5. Create two sub folders called **"Hardware"** and **"Software"** in the folder **"Computer"**.

6. Create a picture (you must use square, oval and different colors) using the paint software. Save this picture as **"MyPicture.jpg"** in the folder **"Hardware"**.

7. Compress/Zip the folder **"Hardware"** and named it as **"mySketch.zip"** in the folder **"Software"**.

8. Hide the file **"office"**.

9. Create a text file using Notepad software and save it as **"myAnswer.txt"** in the folder **"Hardware"**. This text file should include the detailed answer of the question that "How to add a network printer or a printer attached to another computer which name is "COMP-71"?

02.

Create the following document using Microsoft Word 2003 and save it as Question2.doc into the folder 'software'.

Why "Learn Microsoft Office"?

MICROSOFT WORD FOR WINDOWS

Document Processing Program As a word processor, Microsoft Word for Windows allows you to type and print letters, reports, or forms with greater ease and speed than most other word processing programs. Word is also a powerful office tool that is capable of. doing more than just typing, spelling, and editing.

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Introduction to MicrosoftPowerPoint 2000_ is a one-day course designed to introduce the student to the basic capabilities of MS PowerPoint presentations for individuals with litde to no experience with PowerPoint. Through lecture, discussion, and extensive hands-on exercises, the student will learn how to navigate through the application, create new slides, add graphics, use the slide master to format your presentation, change you backgrounds and how to add transitions & effects to you presentation. You will learn the basic components to increase your understanding of this powerful presentation package Through lecture, discussion, and extensive hands-on exercises, the student will learn how to navigate through the application, create new slides, add graphics, use the slide master to format your presentation, change you backgrounds and how to add transitions & effects to your presentation. You, will learn the basic components to increase your understanding of this powerful presentation package.

WELCOME

Item No	Name	Price	Discount
PC002336 ------ Monitor		SLR12000.00 -----------	12%
PC22 ---------- Hard Drive		SLR6500.00 ------------	8%
PC850 -------- RAM		SLR3200.00 -----------	9%

3 star Hotels	Availability	Charge	Foreign	Local
Hilton	Available	10000.00		Single
		11800.00		Single
Mahawali Village	Not Available	17000.00 (Single) 27000.00 (Double)	Not Available	Not Available
Global Rest		91500.00	Double	Single
Hilltop	Available	11000.00	Single	

03.

Type the following in the Excel work sheet and save it as Question3.xls into the folder 'software'.

Full Name	ID	Salary	Birth Place	NIC No	Bonus	Net Salary
Mr.Raja Rahavan	D101	Rs 15,000	Colombo	753500881V		
Miss.Kamala Mahendran	D102	Rs 10,000	Vavuniya	736758092v		
Miss.shangee Rithik	D103	Rs 25,000	Batticaloa	796150258V		
Mr.Kajendran Visuva	D104	Rs 18,000	Colombo	801941362V		
Mr.Ravi Vinayakam	D105	Rs 17,000	Vavuniya	683160590V		
Mrs.Kumari Kalyan	D106	Rs 21,000	Batticaloa	657400658V		

Make the column "Full Name" wide enough to show all the text.

a) Insert the column "Name with Initials" between "Full Name" and "ID". Fill it like as
   Mr.R.Rahavan (By using the suitable excel functions)

b) Insert the column "sex" between "NIC No" and "Bonus" Fill the column "sex" (Hint: take 3
   digit number starting from the third position in NIC No. and then compare with 500. If it is
   greater than 500, then sex is Female otherwise Male)

c) Insert the column "dob" between "sex" and "Bonus" Fill the column "dob" (Hint: Calculate
   the date of birth from NIC number, by using the suitable excel functions)

c) Fill the column "Bonus" according to the following table:

Salary	Bonus
Less than Rs 10,000	10% in salary
Rs 10,000 to Rs 14,999	12% in Salary
Rs.15,000 to Rs.20000	15% in Salary
greater than Rs.20000	18% in Salary

d) Calculate Net Salary, where Net Salary= Salary + Bonus

e) Display the details of all females whose Birth place is "Batticaloa".

f) Create the column chart ID Vs Salary & Bonus.

04.

a)

Create the database using MS Access with the name 'ESNStudents' and save it into the folder 'software'. Design the following two tables under this database with the following data types.

Field Name	Data Type
Index No	text
Full Name	text
Sex	lookup wizard
Date of Birth	date/time (Medium Date)
City	lookup wizard
Course Name	lookup wizard
Year	number
Average	number

Table: Students

Index No	Full Name	Sex	Date of Birth	City	Course Name
PS 100	Ramanan Kannan	Male	01/12/1977	Batticaloa	Physical Scien
PS 101	Karthiga Veerakuddy	Female	13/09/1978	Kalmunai	Physical Scien
PS 102	Samithamby Ramanan	Male	25/04/1977	Batticaloa	Physical Scien
BS 204	Suguna Ramamoorthy	Female	04/06/1977	Colombo	Software Scier
BS 205	Keerthy Sampan	Male	08/12/1978	Galle	Software Scier

Table: Results

Index No	Year	Average
PS 100	1	89
PS 100	2	67
PS 101	1	89
PS 101	2	78
PS 101	3	90
PS 102	1	67
PS 102	2	70
BS 204	1	56
BS 204	2	89
B S 205	1	78
BS 205	2	56

b) Create queries for the following statements:

i. List full name and course name of all students.

ii. List full name and date of birth of all students who are following course Physical Science.

iii. List Index number and second year average of all students.

iv. List full name, index number and second year average of all students.