

EASTERN UNIVERSITY SRI LANKA  
FACULTY OF COMMERCE AND MANAGEMENT  
FIRST EXAMINATION IN BBA/BCOM - 2017/ 2018  
SECOND SEMESTER (January - 2020)  
MGT 1043 – COMPUTER SOFTWARE AND APPLICATION  
PRACTICAL (REPEAT)

Answer all questions

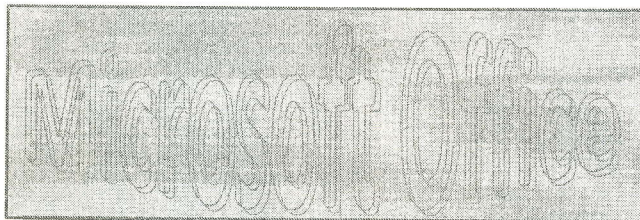
Time allowed: 03 hours

**Important Instructions:**

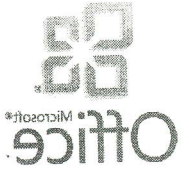
- This paper has **04 questions** and **08 pages**.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Create a new folder on your desktop and name it with “Your Index No” and save answers of the questions inside your index number folder

**Q1.**

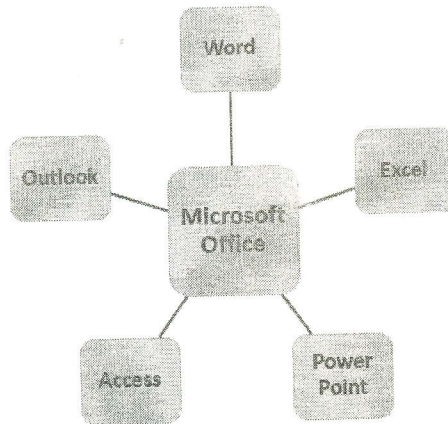
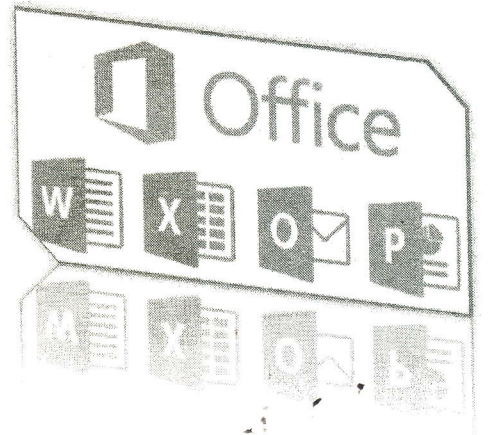
By using “MS Word 2013” create the following document as shown below and save it as “**Microsoft.docx**” on your Index number folder created in the Desktop. Insert “date of today” as header and insert “your index number” as footer.



**M**icrosoft Office is a family of client software, server software and services developed by Microsoft. It was first announced by **Bill Gates** on 1 August 1988, at **COMDEX** in Las Vegas. Initially a marketing term for an office suite (bundled set of productivity applications), the first version of Office contained **Microsoft Word, Microsoft Excel and Microsoft PowerPoint**.



- 1) Components
  - a) Desktop apps
    - Microsoft Word
    - Microsoft Excel
    - Microsoft PowerPoint
    - Microsoft Access
  - b) Mobile apps
    - Office Lens
  - c) Server applications
    - Microsoft SharePoint
  - d) Web services
- 2) Common features

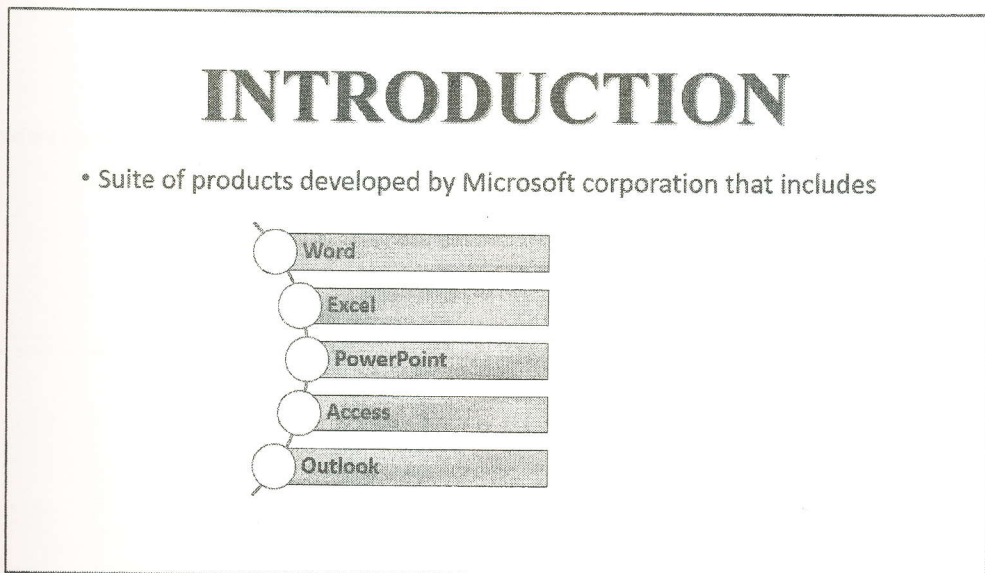


Microsoft Office			
Developer: Microsoft		Initial release: 19 November 1990	
Applications			
Word	Excel	PowerPoint	Access

**Q2.**

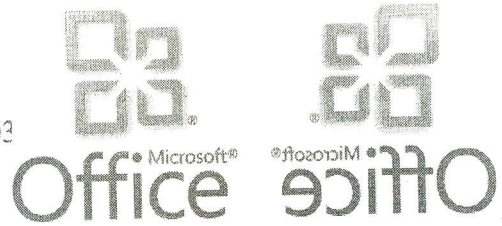
Create the following presentation file with six slides using MS PowerPoint 2013 and save it as “MS Office.pptx” into the folder created as per the instructions. The presentation file you are creating should have the following:

- a) Use any slide theme to your presentation.
- b) Type your Index Number in the first slide.
- c) Add “MS Office” and the “Slide Number” as footer to the slides except first slide.
- d) Add slide transition effects between all slides.
- e) Add animation effects to the titles in each slide.

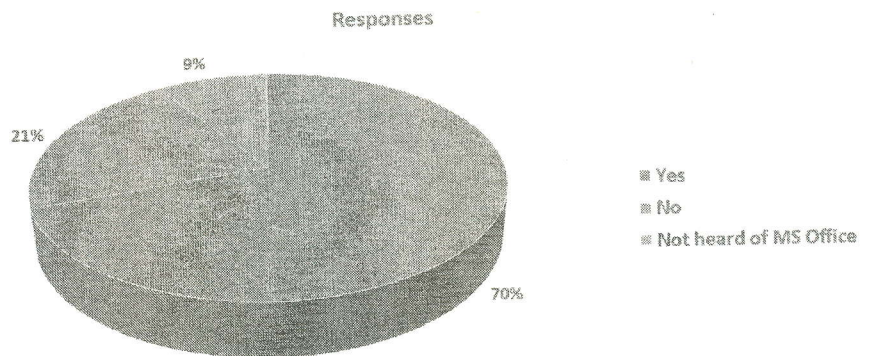


# WINDOWS VERSIONS


- Microsoft Office 3.0
- Microsoft Office 4.x
- Microsoft Office 95 and 97
- Microsoft Office 2000 to 2003
- Microsoft Office 2007
- Microsoft Office 2010
- Microsoft Office 2013



## HAVE YOU USED THE MS OFFICE SUITE?



# APPLICATIONS

<b>MS Office</b>	<b>Word</b>	Word processing program that users can type	
	<b>Excel</b>	Spreadsheet application <ul style="list-style-type: none"><li>• Calculation</li><li>• Charts</li></ul>	
	<b>PowerPoint</b>	Presentation package	
	<b>Outlook</b>	Personal information manager	

**THANK  
YOU**

Q3.

International Conference										
Participant Details										
Participant ID	Title	Full Name	Name with Initial	Category	Area of Specialization	Registration Fee	No of Papers	Total Amount	Late Registration Fee	Net Amount
IN-AGR-101	Mr	Rahul Nathan					3			
EX-MGT-102	Miss	Riyana Ahamed					1			
EX-MGT-103	Mr	Amila Perera					2			
ST-ECN-104	Mr	Stephen Brown					1			
IN-ECN-105	Miss	Priya Raj					4			
ST-SCN-106	Mr	Steve David					2			
ST-SCN-107	Mrs	Praba Geeth					3			
IN-AGR-108	Mrs	Suresha Amal					2			

- Create the above worksheet using MS Excel and save it as "Conference.xlsx" into the folder created as per the instructions.
- Fill the column "Name with Initial" using suitable function.  
(E.g. Rahul Nathan will be Mr.R.Nathan)
- Fill the column "Category" using suitable function according to the following conditions  
First two letters from left side of the given Participant ID represents Category. If the "Participant ID" starts with "IN"- Internal, "EX"- External and "ST"- Student.
- Fill the column "Area of Specialization" using suitable function according to the following conditions. Participant ID is interpreted as follows: Text in between two hyphens of the given Participant ID represent Area of Specialization. If the text (three letters) has "AGR"- Agriculture, "MGT"- Management, "ECN"- Economics and "SCN"- Science.
- Use the following criteria to fill the "Registration Fee" column using suitable function.

Category	Registration Fee
External	2000
Internal	1000
Student	500

- Calculate the Total Amount by using the following equation.  
$$\text{Total Amount} = \text{Registration Fee} * \text{No of Papers}$$
- Use the following criteria to fill the "Late Registration Fee" column using suitable function

Category	Late Registration Fee
External	10% Of the Total Amount

Internal	5% Of the Total Amount
Student	3% Of the Total Amount

h) Calculate the **Net Amount** by using the following equation.

$$\text{Net Amount} = \text{Total Amount} + \text{Late Registration Fee}$$

**Q4.**

- a) By using “MS Access 2013” create the following database as shown below and save it as “Bank.accdb” on your Index number folder created in the Desktop.
- b) Create the table **Accounts** with the following fields and data type. Set “AccountNo” as the primary key.

Field Name	Data Type
AccountNo	Short Text
Customer Name	Short Text
Age	Number
Gender	Lookup Wizard (Male, Female)
Account Type	Lookup Wizard (Savings, Fixed Deposit, Current)
Amount	Currency

c) Insert the following records to the table **Accounts**.

AccountNo	Customer Name	Age	Gender	Account Type	Amount
AS1001	Bala	45	Male	Savings	Rs. 25,000.00
AF1002	Goole	50	Male	Fixed Deposit	Rs. 250,000.00
AS1003	Rahman	35	Female	Savings	Rs. 50,000.00
AR1004	Ananth	40	Male	Current	Rs. 170,000.00
AF1005	Naren	35	Male	Fixed Deposit	Rs. 200,000.00
AS1006	Banu	48	Female	Savings	Rs. 135,000.00
AR1007	Baamini	38	Female	Current	Rs. 20,000.00
AS1008	Dawood	40	Male	Savings	Rs. 60,000.00

d) Create Query to get the following results:

- 1) Display AccountNo, Customer Name, Age and Amount of all Accounts and save it as "Q1".
- 2) Display Customer Name, Age and Gender of Savings Accounts and save it as "Q2".
- 3) Display Customer Name of Male Account Holders who has Saving Accounts and save it as "Q3".
- 4) Display Customer Name of Account Holders who has Name start with "B" and save it as "Q4".
- 5) Display Customer Name and Account Type of all Accounts which have amount above Rs. 60,000.00 and save it as "Q5".