EASTERN UNIVERSITY, SRI LANKA

FIRST YEAR SECOND SEMESTER EXAMINATION IN BACHELOR OF

BUSINESS ADMINISTRATION / COMMERCE - 2013/2014 (May, 2016)

(PROPER/ REPEAT)

MGT 1043 – COMPUTER SOFTWARE AND APPLICATION

(Practical)

ANSWER ALL QUESTIONS   **TIME: 3 HOURS**

Instructions:

o Create a folder on the desktop and name it with your *index number*. Save all your work files of all the questions into this folder. The answers that are not found in the above said folder will not be marked.

o Make sure that all your work files are copied by the examiners before leaving the examination hall.

Q1) Create the following document using MS Word and save it as *"Question1"* into the folder created as per the instructions. Insert *"Commerce & Management"* at the center of the "header" and *"Your_Index_number"* at the center of the "footer" of the document.

Communication

Communication is neither the transmission of a message nor the message itself. It is the mutual exchange of understanding, originating with the receiver. Business Communication can be divided as illustrated below.

A) Business Communication
   1st. Oral
      (a) Formal
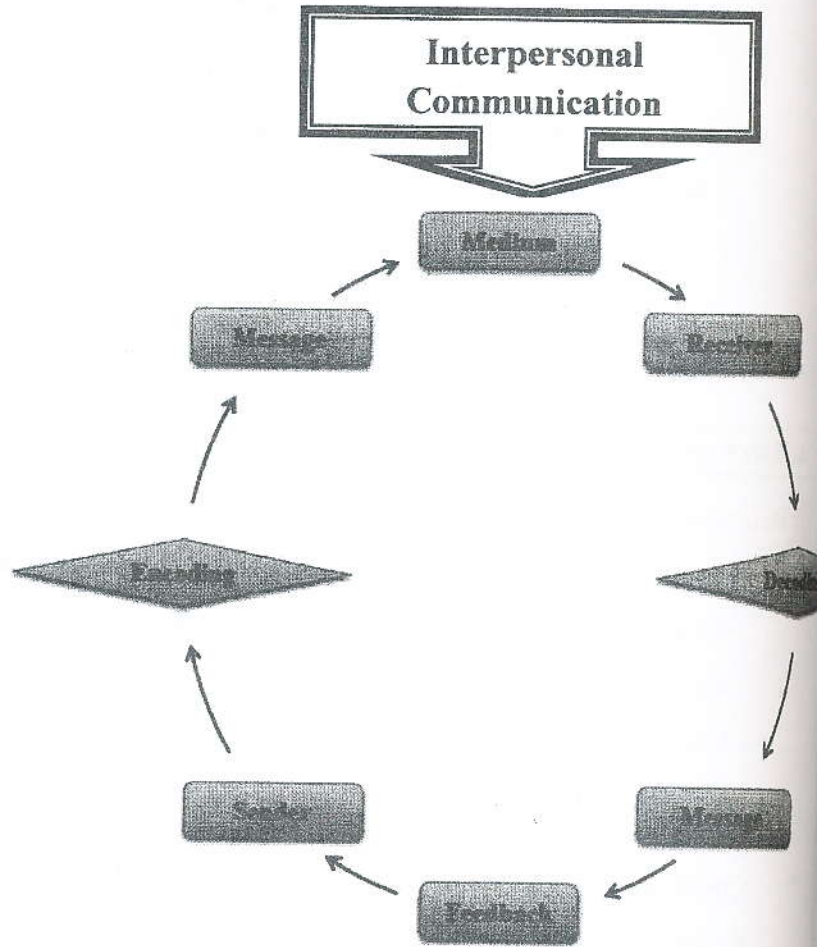   (i) Meetings
         (ii) Interviews
         (iii)Speech
      (b) Informal
         (i) Grapevine
            (One) Gossip
            (Two) Cluster
  2nd. Written
      (a) Reports
      (b) Manuals

Communication		
Examples of Online Communication		
Components	1. Sender 2. Message 3. Receiver 4. Feedback	
Business Communication	Types	Example
	Oral	• Meetings • Interviews
	Written	• Reports • Manuals

Q2) Create the following presentation file with five slides using MS PowerPoint and save it as "Question2" 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) Use appropriate slide layout for every slides.

c) Type your *Index Number* in the first slide.

d) Add "*MGT 1043*" and the "*Slide Number*" as footer to the slides except first slide.

e) Add slide transition effects between all slides.

f) Add animation effects to the titles in each slide.

g) Add a custom animation in such a way that the rectangle shape (message) in the fifth slide, move and return in the path shown in dotted line.

Slide 1   Slide 2
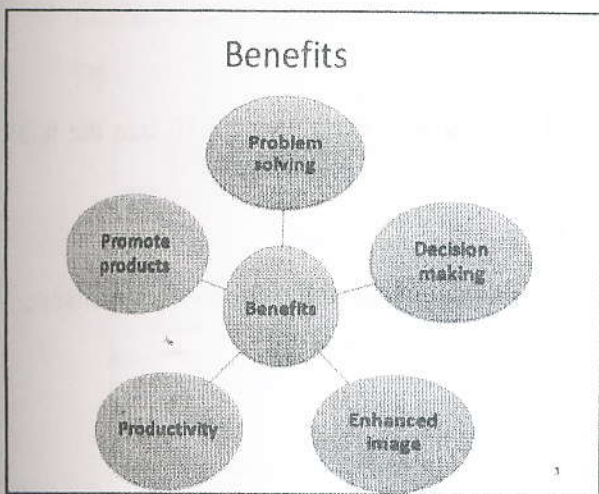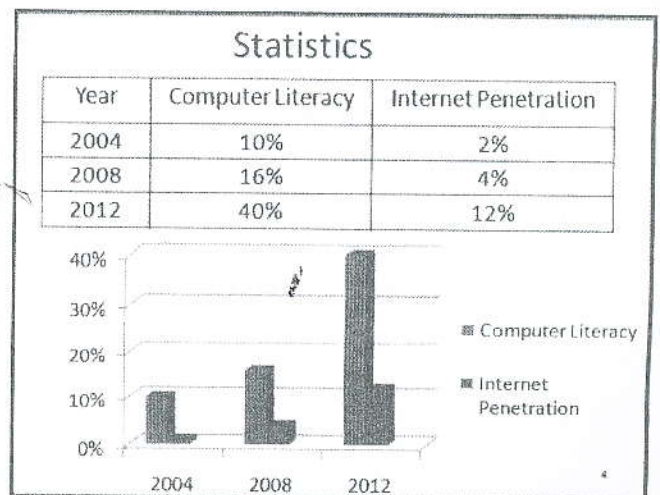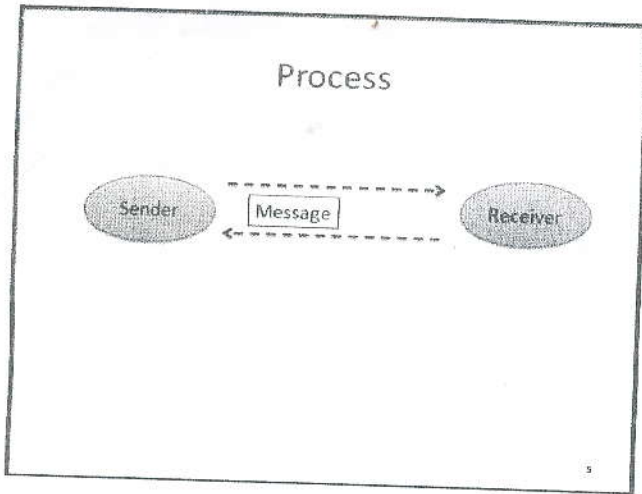

Slide 3   Slide 4 (Use the given data to create the chart)

Slide 5

Q3) The table given below is the order details of books

	BookID	Title	Author	Category	Year	Unit Price	No of
		Order Details					
3	BookID	Title	Author	Category	Year	Unit Price	No of
4	2008.Computing.01	Introduction to Computers	Peter Norton			Rs. 970.00	1
5	2004.Management.01	Principles of Management	Tony Morden			Rs. 3,000.00	8
6	2013.Computing.02	Introduction to Information Technology	V. Rajaraman			Rs. 1,300.00	1
7	2010.Commerce.01	Introduction to e-commerce	Jeffrey F. Rayport			Rs. 1,500.00	3
8	2007.Commerce.02	Financial Accounting	Dr. V. K. Goyal			Rs. 700.00	4
9	2007.Management.02	E-Business and E-Commerce Management	Dave Chaffey			Rs. 2,800.00	3
11	Summary By Category						
12	Category	Total Net price					
13	Computing						
14	Management						
15	Commerce						

a) Create the above worksheet using MS Excel and save it as *"Question3"* into the folder created as per the instructions.

b) Rename the above worksheet as *"Book Details"*.

c) Fill the column **"Category"** using suitable function according to the following conditions: Text in-between two dots of the given BookID represents category.

    Eg: 2008.Computing.01

    Category

d) Fill the column **"Year"** using suitable function according to the following conditions: First four digits from left side of the given BookID represents published year.

e) Insert three new columns: **Total Price, Discount and Net Price** at the end of the table. Calculate the **Total Price** of each book by using the following equation.

Total Price=Unit Price * No of Copies

f) Use the following criteria to fill the **Discount** column using suitable function.

Total Price	Discount
Total Price>= 15000	10% of the Total Price
15000>Total Price>=10000	8% of the Total Price
10000>Total Price>=5000	5% of the Total Price
Total Price<5000	3% of the Total Price

g) Calculate the **Net Price** of each book by using the following equation:

Net Price = Total Price - Discount

h) The table "**Summary by Category**" is the summary of the main table. Fill the column "**Total Net Price**" using suitable function.

i) Create a **Column Chart** that shows the **Net Price** by each **BookID (BookID** *vs* **Net price)** and insert "**Price Details**" as the title of the chart.

Q4)

a) Create a blank database using MS Access and save it as "*Question4*" into the folder created as per the instructions.

b) Create the table *Books* with the following fields and data type. Set "*ISBN*" as the primary key.

Field name	Data Type
ISBN	Number
Title	Text
Author	Text
Category	Lookup Wizard (Computing, Commerce, Management)
Publisher	Lookup Wizard (Prentice Hall, Ashgate, Excelbooks, McGraw Hill)
Publication Year	Number

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

ISBN	Title	Author	Category	Publisher	Publica Year
71201	Introduction to Computers	Dr. P. Norton	Computing	Prentice Hall	2012
19842	Principles of Management	Miss. M. Tony	Management	Ashgate	2015
47311	Introduction to IT	Mr. V. Rajaraman	Computing	Prentice Hall	2013
53472	e-Commerce	Dr. F. Rayport	Commerce	McGraw Hill	2009

d) Write down *SQL* expressions for each of the following:

    i.   Retrieve the all details of books;

    ii.   List the names of authors who have the initial V;

    iii.   List the title of management books which are published by *Prentice Hall*;

    iv.   Get the number of books which are published from 2010 to 2016;

e) Create a report to show all details of the books and save it as *"Books Collections"*.