EASTERN UNIVERSITY, SRI LANKA

FIRST YEAR - SECOND SEMESTER EXAMINATION IN BACHELOR OF

BUSINESS ADMINISTRATION / COMMERCE - 2011/2012 (Aug. /SEPT., 2014)

(PROPER/ REPEAT/ RE-REPEAT)

MGT 1043 – COMPUTER SOFTWARE AND APPLICATION

(Practical)

ANSWER ALL QUESTIONS TIME: 3HOURS

Instructions:

- Create a Folder on the Desktop and name it with your ***index number*** (e.g. **COM####** or **MS####**). Save all your work files of all the questions into this folder. If the answers were not found in the above said folder, they will not be marked.
- Make sure that all your work files are copied by the examiners before leaving the examination centre.

Q1.

Create the following document using MS Word 2007 and save it as "***Answer1.docx***" into the folder created as per the instructions. Insert '*Commerce & Management*' and '*Your_Index_No*' at the centre of the header and footer respectively.

ON THE INSERT TAB

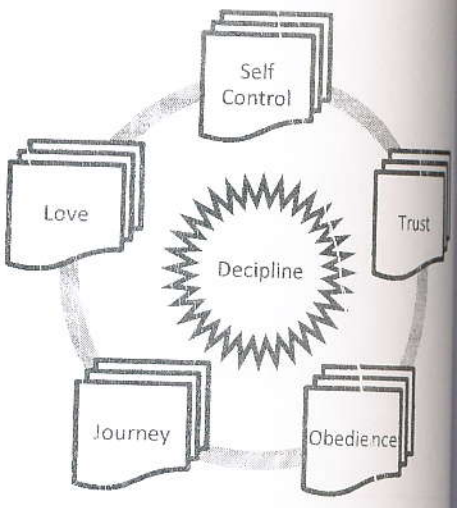
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

BULLETED/ NUMBERED LIST:

(1). Computers
- (A) Software
  - (I) Application Software
    - MS Office
      - Word
      - Excel
      - Powerpoint
      - Access
    - Progeramming Languages
      - C++
      - Java
      - Visual basic
  - (II) System Software
- (B) Hardware

GRAPHICS:



TABS:

No	Item	Quantity	Unit price	Amount
1	Rice bag	10	1650.00	16500.00
2	Soap	12	37.50	450.00
3	Milk powder	3	945.75	2387.25
4	Fish	3	655.43	1966.29

EQUATION:

$$L(p|n,y) = \binom{n}{y} p^y (1-p)^{n-y} = \frac{n!}{y!\,(n-y)!} p^y (1-p)^{n-y}$$

-: END OF WORD :-

Q2.

Create the following presentation file with five slides using MS PowerPoint 2007 and save "***Answer2.pptx***" into the folder created as per the instructions.

The presentation file you are creating should have the following:

a). Use '*Oriel*' as slide theme to your presentation.

b). Use appropriate *slide layout* for every slides.

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

d). Add '*FCM, 2014*' and the '*slide number*' as footer to the slides as shown, except first and the last slides.

e). Add atleast three different slide transition effects between all slides.

f). Add animation effects to the titles, text and objects in each slide.

g). Add a custom animation in such a way the ball (circle shape) in fifth slide move, bounce the surface and return in the path shown in dotted line .

Slide 1

FINAL EXAMINATION 2014

[INDEX NO]

B.BA/B.COM

Faculty of Commerce & Management

Slide 2

WHAT IS COMPUTER?

- Computer is a machine for performing calculations automatically

Slide 3

COMPUTER SYSTEM

Computer System

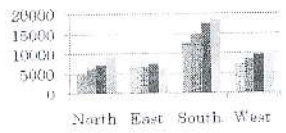
Hardware | Software | Live ware

Input Devices | Output Devices | Application Software | System Software

Slide 4

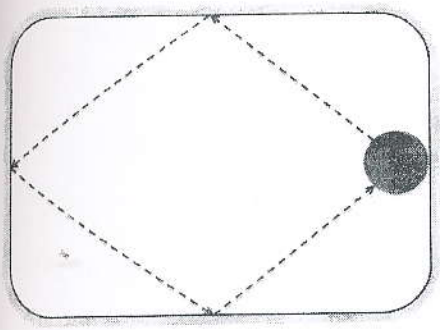
COMPUTER SALES

Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
North	5200	6500	7281	9210
East	6500	6750	7500	6325
South	12700	14630	17500	18250
West	7360	8642	9560	10050



Slide 5

COMPUTER GAMES



Q3.

The table given below is a Sales Summary of ABC Marketing (Pvt.) Ltd. for the month of 2014.

ABC Marketing Pvt. Ltd
Sales Summary

No	Salesmen ID	Salesman Name	Name with Initial	Region	Product Code	Product	Sales (in 1000)
1	E1001	Saman Kumar			PR1010		83
2	N1002	Ravi Raja			PR1754		452
3	S1003	Dilo Vincent			PR1420		726
4	W1004	Nalin Perera			PR1790		579
5	E1001	Saman Kumar			PR2234		92
6	N1002	Ravi Raja			PR2548		449
7	S1003	Dilo Xavior			PR2765		133
8	W1004	Nalin Perera			PR2624		663
9	E1001	Saman Kumar			PR3125		257
10	N1002	Ravi Raja			PR3179		339
11	S1003	Dilo Xavior			PR3012		631
12	W1004	Nalin Perera			PR3423		309

Summary By Salesman		
Name	Total Sales	Commission
S. Kumar		
R.Raja		
D. Vincent		
N. Perera		
Total		

a). Create the above worksheet using MS Excel 2007 and save it as *"Answer3.xlsx"* into the folder created as per the instructions.

b). Rename the above worksheet as *'Sales Report'*.

c). Fill the column *'Name with Initial'* using suitable function.
(e.g. Saman Kumar will be S. Kumar)

d). Fill the column *'Region'* using suitable function.
If the Salesmen ID starts with E-East, N-North, S-South and W-West.

e). Fill the column *'Product'* using suitable function. Product code is interpreted as follows:

Product code	Product
PR1000-PR1999	Games
PR2000-PR2999	Sports
PR3000-PR3999	Toys

f). Fill the column *'Achievement'* using suitable function. Achievement ratings were given as follows:

If sales (000)	Achievement Rating
>= 500	Outstanding
>= 400 & < 500	Good
>= 300 & < 400	Average
>= 200 & < 300	Low
< 200	Very low

g). The table *'Summary by Salesman'* is the summary of the main table.

(i) Fill the column *'Total Sales'* using suitable function.

(ii) Fill the column *'Commission'* using the following criteria:

Total Sales (000)	Percentage
Up to 500	0%
500 to 1000	5%
1000 to 2000	8%
above 2000	10%

h). Draw a column chart for *Salesman Vs Total Sales* and title it as *'Sales Summary'*.

Q4.

a) Create a blank database using MS Access 2007 and save it as ***Question4.accdb*** into the folder created as per the instructions.

b) Create the table ***Employees*** with the following fields and field properties. Set *EmpId* as the primary key.

Field name	**Data Type**	**Field size**
EmpId	AutoNumber	
Surname	Text	24
FirstName	Text	24
Address	Text	255
City	Text	30
CivilStatus	Lookup wizard (single/ married)	
DOB	Date/Time	
Sex	Lookup wizard (Male/ Female)	
BonusPoints	Number	

c) Create a form with above fields to enter data to the *Employees* table and save it as *'Emp_Form'*.

d) Insert the following records to the table Employees using *'Emp_Form'*.

Field name	Record 1	Record 2	Record 3	Record 4	Record 5
EmpId	1	2	3	4	5
Surname	Rangan	Ragu	Ram	Raja	Rahul
FirstName	Kannan	Karthika	Jeyanthi	Sangeetha	Kalendren
Address	Main St	Bar Rd	Main St	Boundary Rd	Third cross St
City	Batticaloa	Batticaloa	Kalmunai	Chenkalady	Arayampathy
CivilStatus	Married	Single	Married	Single	Married
DOB	23/09/1974	24/08/1978	12/5/1980	30/04/1979	11/06/1980
Sex	Male	Female	Female	Female	Male
BonusPoints	45	50	45	60	55

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

i) Show the *Surname*, *First name* and *DOB* of all employees and save it as **Query1**.

ii) Show the details of employees who live in Batticaloa and save it as **Query2**.

iii) Show the details of married male employees who have more than 50 bonus points and save it as **Query3**.

iv) Show the details of employees who born between 1976 and 1979 and save it as **Query4**.

v) Show the details of employees whose Surname contains four (4) characters and save it as **Query5**.

vi) If the BonusPoints given in the table is for a month then, show the *Surname*, *First name*, and *Annual Bonus* and save it as **Query6**.
(Assume, *Annual Bonus = Monthly bonus * 12*)

f) Create a report to show all details of the employees and save it as *Employee Details*.