



EASTERN UNIVERSITY, SRI LANKA

FIRST YEAR SECOND SEMESTER EXAMINATION IN

BUSINESS ADMINISTRATION / COMMERCE - 2010/2011 (FEBRUARY, 2013)

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.

- 1) Create a new folder in the folder created as per the instructions given above, and name it as '*Optical Storage*'.
- 2) Create three subfolders in the folder *Optical Storage* and name them as '*CD*', '*DVD*', and '*Blue Ray*'.
- 3) Create two subfolders in the folder *CD* and name them as '*CD-R*' and '*CD-RW*'.
- 4) Copy three image files from the computer to the folder *DVD*. Each copied file must be less than 70 KB in size.
- 5) Rename the copied files as '*ART*', '*MUSIC*' and '*DANCE*'.
- 6) Draw a picture using paint software and save it as '*myNewPic.jpg*' in to the folder *Blue Ray*.
- 7) Open a blank notepad and write the answer to the question 'How do you change the time settings of your computer?' and save it as '*time.txt*' into the folder *CD-RW*.
- 8) Create a shortcut to the folder *CD-RW* in the folder *Optical Storage*.
- 9) Compress the folder *DVD* and rename the compressed file as '*Comp_DVD.zip*' or '*Comp_DVD.rar*'.

Q2.

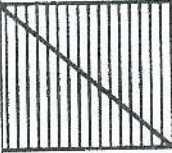
- 1) Create a word document as described below and save it as '*Answer-02.docx*' in the folder created as per the instructions at the beginning.
- 2) Type the first page of the document as follows and format the heading 'Final Examination in IT 2013' as heading1 style.

Final Examination in IT 2013

Index No. : (Type your index Number here.)

- 3) Type the following in the second page of the document and format the heading 'Inserting Table' as heading2 style.

Inserting Table

Eastern University		FHCS	SVIAS	Trincomalee	
Faculty of Commerce and Management				Applied Sciences	
Arts	Science		Kallady		
		Batticaloa			
Agriculture					EUSL
TABLE EXERCISE					

- 4) Type the following in the third page of the document and format the heading 'Bullets and Numbering' as heading2 Style.

Bullets and Numbering

A. This is A

a. This A a

01. This A a One

i This A a One i

ii This A a One ii

02. This A a Two

03. This A a Three

b. This A b

01. This A b 01

B. This is B

a. This B a

01. This B a One

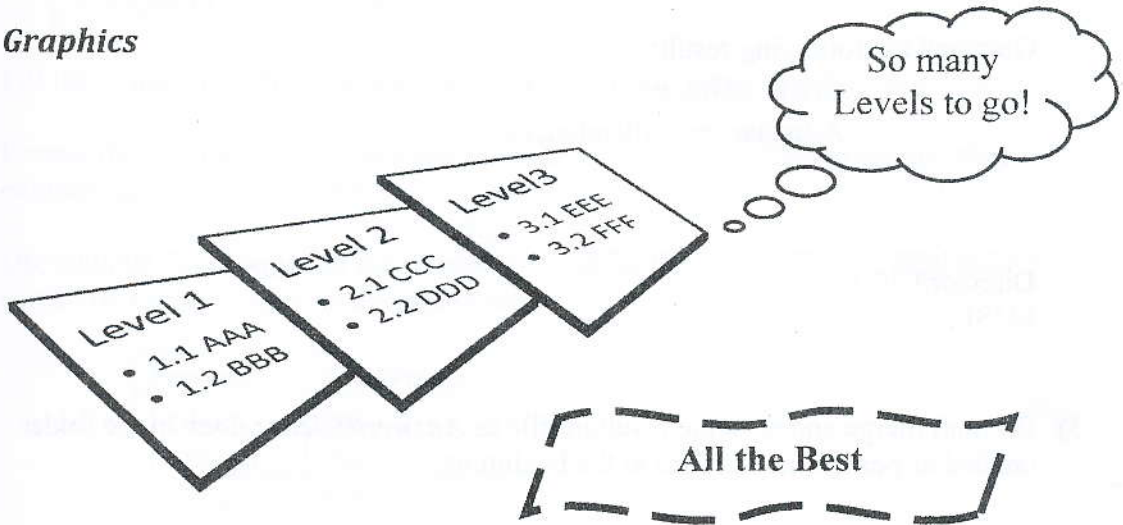
- 5) Type the following in the fourth page of the document and format the heading 'Tabs' as heading2 style.

Tabs

No	Name	IndexNo	Marks1	Marks2	Total
1	Saman	AC1001	30	60	90
2	Muru	AC1002	50	75	125
3	Taro	AC1003	67	83	150
4	Anne	AC1004	53	27	80

- 6) Type the following in the fifth page of the document and format the heading 'Graphics' as heading2 style.

Graphics



- 7) Create a blank page at the beginning of the document and then insert a *Table of Content* for this document.
- 8) Insert headers as 'Final Exam' in top left corner and '2013' in top centre, footer as *Page number* in the bottom left corner of the document.

Q3.

- 1) Create the following source file and save it as *Answer03_merge* in the folder created as per the instructions at the beginning.

Title	Student No.	Name	Address	Grade	Attendance
Miss.	IT13-001	T.Karthika	Batticaloa	C	60%
Mr.	IT13-002	J.Kamalraj	Trincomalee	B	65%
Mr.	IT13-003	T.Kiruba	Kalmunai	A	84%
Mrs.	IT13-004	S.Uthpala	Ampara	A	90%
Miss.	IT13-005	K.Zakira	Polannaruwa	D	57%

- 2) Create the following letter and save it as *Answer03-merge.docx* in the folder created as per the instructions at the beginning.

18.02.2013.

«Title». «Name»,
«Address».

This is to certify that «Title». «Name» («Student No.») successfully completed the 'Certificate Course in Computer Application' conducted by Centre for Information and Communication Technology (CICT), Eastern University Sri Lanka, held in January 2013.

Obtained the following result:

Grade: «Grade»

Attendance: «Attendance»

.....
Director/CICT,
EUSL.

- 3) Do mail merge and save the resultant file as *Answer03-letter.docx* in the folder created as per the instructions at the beginning.

Q4. Create the following worksheet using MS Excel and save it as *Answer4.xlsx* in the folder created as per the instructions at the beginning.

ID	Sportsman	Age	100m	200m	110m Hurdles	Long Jump	High Jump	Total points	Average	Qualified
EP-01	Kapil Raj	20	23	43	12	34	54			
NP-02	Nishantha Kumara	21	34	54	12	34	54			
NP-03	Fazmi Mohammed	26	34	23	67	54	86			
CP-04	Shamali Weerakon	24	56	45	86	46	86			
EP-05	Kiruba Megan	23	98	87	86	78	56			
CP-06	Kasun De Alwis	21	34	67	90	89	45			
EP-07	Navin Chandran	20	59	90	73	63	37			

Number of Players	
Number Qualified	

Summary Table	
Province	Total Points
Eastern	
Northern	
Central	

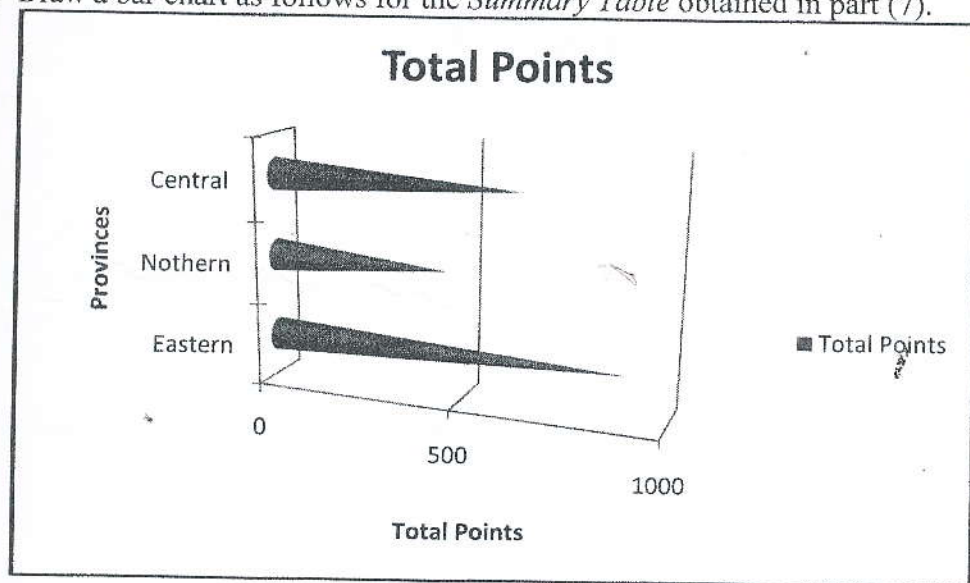
- 1) Rename the above worksheet as '*Points Table*'.
- 2) Fill the columns '*Total Points*' and '*Average*' using suitable functions.
- 3) Include a column between the columns '*Age*' and '*100m*' and name it as '*Province*'.
Fill this column according to the following conditions.
If the '*ID*' start with '*EP*'- Eastern, '*NP*'- Northern and '*CP*'- Central.
- 4) Use the following criteria to fill the *Qualification* column.

Average	Qualification
Average ≥ 60	Yes
60 > Average ≥ 40	Pool
Average < 40	No

- 5) Fill the '*Number of Players*' and '*Number Qualified*' using suitable functions.
- 6) Format the columns '*ID*', '*Sportsmen*' with left alignment. Format all the other columns to centre alignment.
- 7) Use suitable function to fill the *Summary Table* as follows to find the total points earned by each province in the sports meet.

Province	Total Points
Eastern	893
Northern	452
Central	644

- 8) Draw a bar chart as follows for the *Summary Table* obtained in part (7).



- 9) Move the chart to a new sheet and name that sheet as '*Total Points Chart*'.