EASTERN UNIVERSITY, SRI LANKA

FIRST YEAR - SECOND SEMESTER EXAMINATION IN BACHELOR OF

BUSINESS ADMINISTRATION / COMMERCE - 2012/2013 (June, 2015)

(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. If the answers were not found in the above said folder, they will not be marked.

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

01. Create the following document using MS Word 2007 and save it as **"Question1.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.

O n 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. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on

the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.
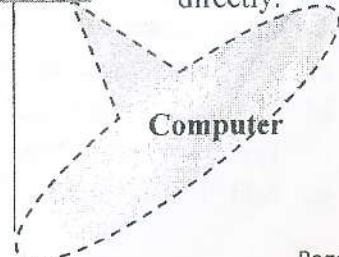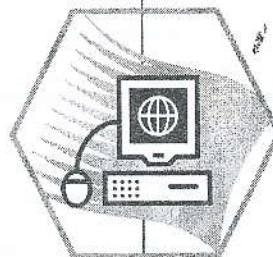
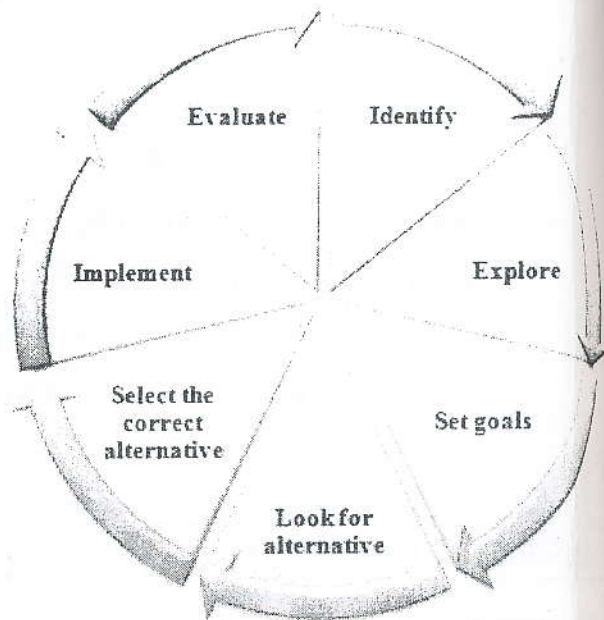**Computer**

BULLETED/ NUMBERED LIST: ·   **GRAPHICS:**

First) Computer System
    A. Input Unit
        i) Mouse
        ii) Keyboard
    B. Output Unit
        i) Monitor
            (a) CRT
            (b) LCD
        ii) Printer
            (a) Impact Printer
                • Dot-Matrix Printer
                • Daisy-Wheel Printer
            (b) Non impact Printer
                • Laser Printer
                • Inkjet Printer

The graphic shows a circular cycle diagram with the following segments: Identify, Explore, Set goals, Look for alternative, Select the correct alternative, Implement, Evaluate.

TABLE:

Types of Computers		
Desktop computers	Designed for use at a desk or table.	
	Main component	System unit
	Other components	Monitor, mouse, and keyboard, connect to the system unit.
Handheld computers	Battery-powered computers small enough to carry almost anywhere.	
	Benefits: • Scheduling appointments • storing addresses and phone numbers • playing games	

Q2. Create the following presentation file with five slides using MS PowerPoint 2007 and save it as **"Question2.pptx"** into the folder created as per the instructions. The presentation file you are creating should have the following:

    a) Use "Concourse" 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 "EUSL" 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 Circle shape in the fifth slide, move and return in the path shown in dotted line.

Slide 1

Slide 2

Slide 3

Slide 4

Slide 5

Q3. The table given below is the Efficiency Bar Examination Results for Junior Executive officers.

	A	B	C	D	E	F	G	H	I	J	K
1						Efficiency Bar Examination Results					
2						Marks		Total			
3	No	Index No	Title	Candidate Name	Department	Part A	Part B	Marks	Grade	Basic Salary (Rs)	Allowan
4	1	HR-1001	Mr	Raman Kumar		65	80			50000	
5	2	MR-1002	Miss	Geetha Rajan		25	54			30000	
6	3	SA-1003	Mr	Charles Anton		75	65			25000	
7	4	HR-1004	Mr	Rizvi Mohamed		85	75			45000	
8	5	EC-1005	Mr	Saman Kumar		52	80			35000	
9	6	SA-1006	Miss	Yaso Raj		74	90			28000	
10	7	SA-1007	Mr	Ravi Rahul		34	45			27500	
11	8	MR-1008	Miss	Praba Geeth		68	65			28000	
12	9	HR-1009	Miss	Suresha Amal		55	60			40000	
13	10	HR-1010	Mr	Amila Perera		70	65			42000	
14											
15											
16									No of Officers who have to pay Tax		
17											

a) Create the above worksheet using MS Excel 2007 and save it as **"Question3.xlsx"** into the folder created as per the instructions.

b) Rename the above worksheet as *"Examination"*.

c) Insert a column **"Name with Initial"** between the columns "Candidate Name" and "Department". Fill the column *"Name with Initial"* using suitable function.
(E.g. Raman Kumar will be **Mr. R. Kumar**)

d) Fill the column *"Department"* using suitable function. First two letters from left side of the given Index No represents Department. If the "Index No" starts with
"HR"- Human Resource
"MR" –Marketing
"SA"- Sales
"EC" – Economics

e) Calculate the **Total** Marks of each Candidate.
Total Marks=30% of Part A Marks + 70% of Part B Marks

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

Total	Grade
Total>= 85	Excellent
85>Total>=75	Very Good
75>Total>=65	Good
65>Total>=50	Satisfactory
Total<50	Fail

g) Fill the column "**Allowance**" using suitable function. Allowance payments are given as follows:

Qualification	Allowance
Excellent	20% of the Basic Salary
Very Good	15% of the Basic Salary
Good	10% of the Basic Salary
Satisfactory	5% of the Basic Salary
Fail	0%

h) Insert a column "**Gross Salary**" at the end of the table. Calculate the **Gross Salary** for each officer.

Gross Salary=Basic Salary + Allowance

i) An officer is liable for Tax payment when his/her Gross Salary is above Rs. 45000/=. Find the total number of officers who have to pay the tax.

j) Create a **Column Chart** that shows the **Gross Salary** by each Candidate's **Index No** and insert "**Salary Details**" as the title of the chart.

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 *Products* with the following fields and data type. Set "*ProductID*" as the primary key.

Field name	Data Type
ProductID	AutoNumber
ProductName	Text
Province	Lookup Wizard (Eastern, Western, Central, Sabaragamuwa)
Category	Lookup Wizard (Food, Jewellery, Household)
Units in Stock	Number
Unit Price	Currency

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

Product ID	Product Name	Province	Category	Units in Stock	Unit Price
1	Curd	Eastern	Food	10	Rs. 100.00
2	Ring	Western	Jewellery	25	Rs. 3000.00
3	Cashew Nuts	Eastern	Food	20	Rs. 1500.00
4	Tea Packets	Central	Food	15	Rs. 500.00
5	Earrings	Sabaragamuwa	Jewellery	13	Rs. 4500.00
6	Dinner Set	Western	Household	22	Rs. 7500.00

d) Create Query to get the following results:

1) Display Product Name and Category of all products and save it as "**Q1**".

2) Display Product Name and Province of Jewellery products and save it as "**Q2**".

3) Display Product Name of Food products in Eastern Province and save it as "**Q3**".

4) Display Product Name of all products which have Product Names start with "C" and save it as "**Q4**".

5) Display Product Name, Province and Units in Stock of all Household products and save it as "**Q5**".

6) Create a Calculated field named as "Units to Order". Display Product name and the Units to Order and save it as "**Q6**".
Formula: **Units to Order = 20-[Units in Stock]**
(They always have at least 20 units in stock. This formula calculates how many units they need to order if fewer than 20 items are in stock. For example, if 15 units are in stock, they need to order 5 units.)

e) Create a Report to show all details of the products and save it as "**Product Details**".