EASTERN UNIVERSITY, SRI LANKA

FIRST EXAMINATION IN AGRICULTURE – 2004/2005

SECOND SEMESTER – OCT. - 2006

IT 101 – INTRODUCTION TO INFORMATION TECHNOLOGY

(PRACTICAL)

Answer all questions   **Time Allowed: 03 Hours**

Q1)

a) Format your diskette and label it with your *"Index Number"*.

b) Make the directory in the following manner in your diskette.

```
                    First Examination in Agriculture
    ┌──────────┬──────────────┬────────────┬──────────────────┬──────────┐
  Ms Excel     Ms Word       Ms Access    Ms PowerPoint      C++ Prog
```

Q2) Type the following in the Excel worksheet and rename the sheet as *"Marks Details"* and save it as *"A:\First Examination in Agriculture\Ms Excel\Q2.xls"*.

Full Name	Index No	Assessment Marks			Final Marks	Assessment Average	Average	
		1	2	3				
Mr.Ravi Ramilan	PS 600	20	67	89	45	78	56	
Ms.Raji Ragavan	PS 601	49	56	67	67			
Mr.Rangan Siva	PS 602	78	78	90	89			
Ms.Ramani Ram	PS 501	65	88	67	34			
Ms. Ramanan Sugumar	PS 502	44	55	65	56			

A) Write formulas for the following tasks:

(i)   to fill the "Assessment Average" column.

  (Assessment Average = Average of the top two Assessment marks)

(ii)   to fill the "Average" column.

  *(Average = [Final marks * 2 + Assessment Average]/3)*

(iii) to fill the "Grade" coloumn.

(If Average> 75 Then Grade = A

else if Average >50 Then Grade = 'B

else if Average >40 Then Grade = C

else Grade = D)

B) Fill the cells with red colour, those who's Average is greater than 50.

C) Draw a "Bar Chart" for Student Name vs Average. The graph should include the followings:

- The graph should show the horizontal and vertical grid lines.
- The graph's Legend should be placed on the bottom of the graph.

Q3) Enter the following information in Microsoft Excel worksheet and save it as "*A:\ First Examination in Agriculture\Ms Excel\Q3.xls*".

Student Name	Address	Course	M1	M2	M3
Mr.John Ramesh	Batticaloa	Mgt	78	54	65
Miss. David Fernando	Colombo	Sci	45	87	45
Mr.John Perera	Kandy	Sci	56	75	74
Mr.Harrish Jeyanthan	Trinco	Agr	78	98	86
Miss.Premy Mendis	Kandy	Mgt	65	74	34
Mr.Sunith Perera	Colombo	Agr	56	38	65
Miss. Premy Santhan	Trinco	Agr	57	43	21
Mr.Regan Thomson	Trinco	Sci	56	38	21

a.) Rename the sheet1 as "*Student Marks Details*".

b) Create 3 columns with the name "*Total*", "*Average*", and "*Grade*".

c) Find the total and average for each Student.

d) Fill the column Grade according to the following conditions:

Average	Grade
>=85	"A+"
>=70 - <85 ,	"A"
>=65 - <70	"B+"
>=60 - <65	"B"
>=50 - <60	"C"
Otherwise	"Fail".

e) Insert the column "S*ex*" between "Address" and "Course" and fill it with suitable functions.

(Hint: If title is Mr then "Male", else "Female".)

g) Insert the column "*Name with Initial*" between "Student Name" and "Address" and fill it like as "Mr.J.Romesh".

h) Sort the Data in descending order according to the average.

Q4) Create the following document using MS Word and save it as "*A:\ First Examination in Agriculture\Ms Word\Q4.doc*".

a) **Why "Learn Microsoft Office"?**
Because you'll Learn 3 Amazing Programs
That Many Empl0yers Demand Before They
Hire Someone!

MICROSOFT WORD FOR WINDOWS
A Document Processing Program As a word
processor, Microsoft Word for Windows allows you
to type and print letters, reports, or forms with
greater ease and speed than most other word
processing programs. Word is also a powerful
office tool that is capable of. doing more than
just typing, spelling, and editing.

b)
Introduction to MicrosoftPowerPoint 2000

Introduction to MicrosoftPowerPoint 2000_ is a one-day course designed to introduce the student to the basic capabilities of MS PowerPoint presentations for individuals with litde to no experience with PowerPoint. Through lecture, discussion, and extensive hands-on exercises, the student will learn how to navigate through the application, create new slides, add graphics, use the slide master to format your presentation, change your backgrounds and how to add transitions & effects to your presentation. You will learn the basic components to increase you understanding of this powerful presentation package.

c)

Welcome to this seminar Welcome to this seminar. Welcome to this seminar Welco
seminar, Welcome to this Welcome to this seminar, Welcome to this
Welcome to this semina this seminar Welcome to this seminar, W
this seminar , Welcon *Thank* r, Welcome to this seminar ,Welcome to thi
Welcome to this sem *you...* this seminar, Welcome to this seminar Welco
seminar, Welcome r Welcome to this seminar, Welcome to thi
Welcome to this come to this seminar Welcome to this seminar,
Welcome to this seminar Welcome to this seminar, Welcome to this seminar Welco
seminar.

d)

Item	Real Price	Discount
i. Introduction to Computer ---------- $32.67		12%
ii. MS Office, easy to learn ---------- $43.980		20%
iii. Introduction to Windows 2000 ---- $30.00		10%

Q5)

a) Create the following data file and save as *"A:\First Examination in Agriculture\Ms Word\Datafile"*

NAME	STATUS	ADDRESS	ADDRESS2	ODR-NO	ITM NO	ODR-DATE	AG
Banci	Dr	#21,Ocil	TR Flats, ON	OR 234	IN 09	11/05/2006	24
Censi	Mr	#124, Load Place	Swiss	OR 209	IN 110	13/04/2006	24
Danci	Prof	#12,3rd Lane	Auckland	OR 320	IN 34	11/04/2006	24
Yerochini	Miss	#45, Sea St	Paris	OR 456	IN 234	28/03/2006	24
Earanci	Mrs	#12, Ales St	France	OR 789	IN 32	01/05/2006	25
Densi	Miss	#23, Love St	Sweden	OR 645	IN 39	02/05/2006	24
Kathan	Mr	#19, Bakehouse St	India	OR 345	IN 234	06/07/2006	27
Anis	Mr	#29, Bounder Rd	Gennany	OR 221	IN 334	09/08/2006	28
Anton	Dr	#2, Sea St	Japan	OR 233	IN 445	06/06/2006	24

b)   Create the following form file and save as "*A:\First Examination in Agriculture\Ms Word\Formfile.doc*".

Bartleef Electronics (Pvt) Ltd, #345, 32nd lane,
Colombo -07
Email: Bartleef@bart.com
October 13, 2006.

«STATUS» «NAME»,
«ADDRESS 1»,
«ADDRESS2».

Dear Customer,

We are pleased to inform you that the item (Order no «ODR-NO», item no «ITM-NO») ordered by you on «ODR-DA TE»-is now ready for supply.

In the mean time, we regret to inform you that we are unable to provide transport due to unavoidable circumstances.

Please take necessary action to clear the item on or before 20th of October 2006, otherwise 3% of the total cost will be charged as maintenance cost per day from 21st of October 2006.

Your prompt action is appreciated.

Yours Sincerely,

Manager/Marketing
Bartleef Electronics (Pvt) Ltd.

c)   Merge the above letter and save it as "*A:\First Examination in Agriculture\Ms Word\Letter-l.doc*".

d)   Merge the above two files to produce multiple-documents with ascending order of names and age, display only age less than 25 and save it as "*A:\First Examination in Agriculture\Ms Word\Assletter-02.doc*".

Q6)

Create the database using MSAccess with the name of *"A:\First Examination in Agriculture\Ms Access\ESNStudents.mdb"*. Design the following table under this database with suitable data types.

Table: Students

Index No	Full Name	Sex	Date of Birth	City	Course Name
PS 100	Ramanan Kannan	Male	01/12/1977	Batticaloa	Physical Science
PS 101	Karthiga Veerakuddy	Female	13/09/1978	Kalmunai	Physical Science
PS 102	Samithamby Ramanan	Male	25/04/1977	Batticaloa	Physical Science
BS 204	Suguna Ramamoorthy	Female	04/06/1977	Colombo	Bio Science
BS 205	Keerthy Sampan	Male	08/12/1978	Galle	Bio Science
BS 203	Kanthan Ray	Male	12/12/1977	Badulla	Bio Science
BS 202	Saman Marry	Female	27/10/1979	Batticaloa	Bio Science
PS 103	Kannan Balan	Male	15/03/1978	Batticaloa	Physical Science
PS 104	Ram Ramani	Female	25/05/1977	Eravur	Physical Science
PS 105	Balan Bawani	Female	12/01/1979	Colombo	Physical Science
PS 106	Kanthan Nathan	Male	22/02/1979	Badulla	Physical Science

a) Create the queries for the following statements and save it like as **"Query-i"** and so on.

    i.   List the "full name" and "course name" of students whose sex is *"female"* and course stream in *"Bio Science"* or birth in *"1979"*.

    ii.   List the "full name" and date of "birth of students" who followed the course stream in *"Physical Science"* and home city of *"Batticaloa"*.

b) Create a report that includes full name, index number and date of birth of all students and save it with the name of **rptSports**.
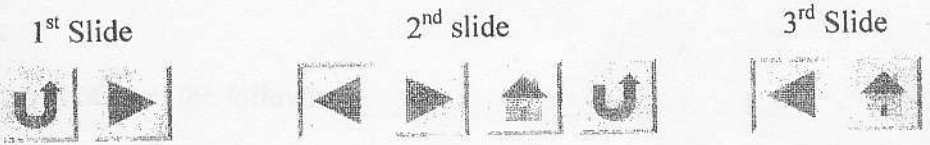
Q7)

a) Write a C++ programme for the following output. Save this programme in *"A:\First Examination in Agriculture\C++ Programming\Q7.cpp"*.

```
    &
    &&
    &&&
    &&&&
    &&&
    &&
    &
```

b) Using MS PowerPoint, design 3 slides and save is as *"A:\First Examination in Agriculture\Ms PowerPoint\Q7.ppt"*.

    i) 1st Slide design is *"Clouds"*, must contains clips and custom animations.

    ii) 2nd Slide design is "Fireworks", must contains a table. (Any type of data fields)

    iii) 3rd Slide design is "Watermark" must contains word art and chart.

    iv) All the slides should contains hyperlinks like below.

1st Slide   2nd slide   3rd Slide

    v) You must to create package above presentation by using the "Pack and Go" or "Package for CD" option in your floppy disk.

❖ *Make Sure that all your works should be saved in your Floppy Diskette.*