

EASTERN UNIVERSITY, SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT

FIRST YEAR - SECOND SEMESTER EXAMINATION IN
BUSINESS ADMINISTRATION / COMMERCE - 2009/2010 (Dec, 2011)

MGT 1043 – COMPUTER SOFTWARE AND APPLICATION

(Proper & Repeat)

Answer all questions

Time: 3 hours

NOTE:

Create a folder on the desktop and name it with *Your_IndexNo* (e.g. COM#### or MS####). Save all your answers in that folder. The answers not found in the above said folder will not be marked.

- Q1)** a) Create a new folder and rename it with “**Question1**” inside the folder *Your_IndexNo* created above on the desktop.
- b) Create two sub folders and name them as “Commerce” and “Management” into the folder “Question1”.
- c) Create two sub folders namely “Accounting” and “Economics” inside the folder “Commerce”.
- d) Create two sub folders namely “HRM” and “Marketing” inside the folder “Management”.
- e) Copy two text files from the Hard disk to the folder “Economics”. (Each file **must be** less than 70KB).
- f) Rename the two copied files as “Business.txt” and “Development.txt”.
- g) Draw a picture using the paint software (you must use different shapes and different colors). Save the picture as “Enterprise.jpg” in the folder “HRM”.
- h) Create a shortcut to the folder “Economics” inside the folder “Accounting”.
- i) Compress/Zip the folder “Commerce” and rename it as “myCom.zip”. Move the zip file to the folder “Marketing”.

Q2) Create a word document as shown below using MS Word 2007 and save it as *Question2.docx* inside the folder named with *Your_IndexNo* on the desktop. Marks will be awarded based on the use of appropriate MS Word 2007 features and formatting.

THE UNIVERSITY LIFE

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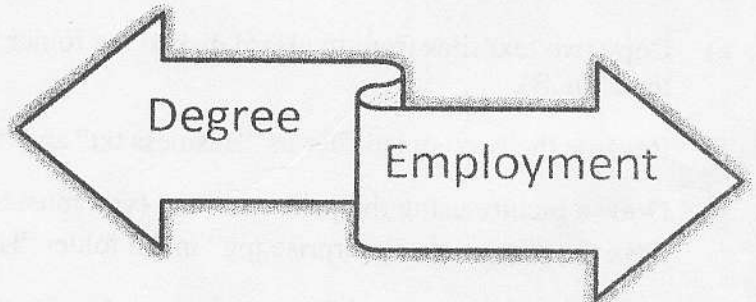


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| Type of Device | Device | Category |
|-----------------|--------------|-------------|
| Input Device | i. Keyboard | |
| | ii. mouse | |
| Output Device | i. monitor | CRT |
| | | Flat |
| | ii. Printers | Dot metrics |
| | | Ink jet |
| | Laser | |
| Storage Devices | Hard disk | |

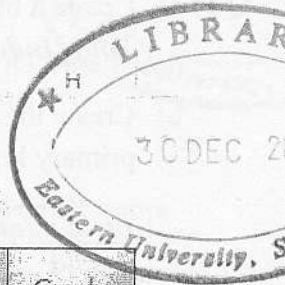
$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{nx}{L} + b_n \sin \frac{nx}{L} \right)$$

1. Input Device
 - a. Keyboard
 - b. mouse
2. Output Device
 - a. Monitor
 - b. CRT
 - i. Flat
 - (A). LCD
 - (B). LED
 - c. Printers
 - i. Dot metrics
 - ii. Ink jet
 - iii. Laser



| Item | Quantity | Price |
|-----------------|----------|------------|
| Computer..... | 10..... | 450,000.00 |
| Printer..... | 3..... | 45,000.00 |
| Scanner..... | 3..... | 25,500.00 |
| Pen drive | 15..... | 22,500.00 |
| Total | | 543,000.00 |

Q3) The table given below is a Final Mark sheet of MGT 1043, Faculty of Commerce and Management for the academic year 2011.



| | A | B | C | D | E | F | G | |
|----|------------------------------------|------------------|-------|-------|---------|------------|-------------|-------|
| 1 | FACULTY OF COMMERCE AND MANAGEMENT | | | | | | | |
| 2 | MGT 1043 - INTRODUCTION TO IT | | | | | | | |
| 3 | FINAL MARK SHEET | | | | | | | |
| 4 | | | | | | | | |
| 5 | Index No | Assessment marks | | | | Exam marks | Final marks | Grade |
| 6 | | Ass1 | Ass 2 | Ass 3 | Average | | | |
| 7 | COM 5501 | 78 | 65 | 27 | | 65 | | |
| 8 | MGT 5053 | 40 | 50 | 30 | | 35 | | |
| 9 | ECON 1001 | 64 | 44 | 35 | | 56 | | |
| 10 | ECON 1003 | 25 | 49 | 44 | | 30 | | |
| 11 | MGT 5052 | 80 | 58 | 47 | | 84 | | |
| 12 | COM 5504 | 68 | 75 | 50 | | 43 | | |
| 13 | ECON 1002 | 87 | 68 | 59 | | 33 | | |
| 14 | COM 5503 | 70 | 25 | 60 | | 57 | | |
| 15 | COM 5502 | 69 | 81 | 73 | | 78 | | |
| 16 | COM 5504 | 82 | 61 | 77 | | 70 | | |
| 17 | ECON 1004 | 94 | 80 | 79 | | 25 | | |
| 18 | MGT 5051 | 77 | 66 | 79 | | 66 | | |
| 19 | | | | | | | | |

- Create the above worksheet using MS Excel 2007 and Save it as **Question3.xlsx** inside the folder named with **Your_IndexNo** on the desktop.
- Rename the Worksheet as **"MarkSheet_2011"**.
- Insert a column **"Department"** between columns **Index No** and **Ass1** and fill it with Commerce/Management/Economics based on the **Index No** using a suitable formula.
- Write a formula to fill the Column **Average** for all students. Assessment average is the average of top two assessment marks. (e.g. for COM5501, Average = $(78+65)/2$)
- Write a formula to calculate the **Final Marks**.
Hint: **Final marks = 65% of the Exam marks + 35% of the Assessment Average.**
- Format the columns **Average** and **Final marks** as numbers with one decimal place.
- Find the **Grade** of each student using a suitable function. The grade is offered based on the following conditions:

| Final Marks | Grade |
|--|-------|
| Greater than or equal to 75 | A |
| Greater than or equal to 65 and less than 75 | B |
| Greater than or equal to 50 and less than 65 | C |
| Greater than or equal to 40 and less than 50 | D |
| Otherwise | F |

- Draw a 3D Clustered Column Chart for **Index No Vs Final Marks**, and Title it as **"MGT1043-Final Marks Sheet"**. Your chart should include the following:
 - The axis titles for both X and Y axis.
 - The Legend **should not be** shown in the graph.
 - Move the chart to a new sheet and name the sheet as **Marks Distribution**.

Q4) a) Create a blank database namely *Question4.accdb* inside the folder named with *Your_IndexNo* on the desktop.

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

| <i>Field name</i> | <i>Data type</i> | <i>Field size</i> |
|-------------------|------------------|-------------------|
| EmpId | Text | 6 |
| Surname | Text | 30 |
| Firstname | Text | 25 |
| Street | Text | 50 |
| City | Text | 15 |
| PostCode | Text | 5 |
| Salary | Currency | |

c) Enter the following employee records into the *Employees* table.

| EmpId | Surname | Firstname | Street | City | PostCode | Salary |
|--------------|----------------|------------------|---------------------------|-------------|-----------------|---------------|
| Emp001 | Ravi | Ragavan | 23, Trinco Rd | Batticaloa | 30000 | 32,000.00 |
| Emp002 | Chandran | Rajani | 50, Lake Rd | Trincomalee | 30200 | 25,000.00 |
| Emp004 | Bandara | Silva | 43, Main St | Kandy | 24000 | 14,500.00 |
| Emp010 | Imran | Rameez | 75, Club Rd | Kandy | 24000 | 22,000.00 |
| Emp015 | Manoj | Kumar | 13, 42 nd Lane | Colombo | 10000 | 18,000.00 |

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

i. Show all employees who live in Kandy and save it as **Q1**.

ii. Show all employees who live in Batticaloa or Trincomalee and save it as **Q2**.

iii. Show the *Firstname* and *Salary* of the employees whose first name starts with "R" and save it as **Q3**.

iv. List all employees who earn salary between 20,000.00 and 30,000.00 and save it as **Q4**.

v. List all employees whose street name contain "Lake" and save it as **Q5**.

e) Create a report using the table and save it as "**Employee Details**".