

SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, under Act No. 29 of 1985)

**Higher National Diploma in Information Technology
1st Year, First Semester Examination - 2016
HNDIT1101 - Personal Computer Applications
A001 - Office Productivity Application**

*Instructions for Candidates
Answer FOUR Questions ONLY*

No. of questions : 05
No. of pages : 04
Time : 02 Hours

Question 01

- i) Explain data, processing and information (06 Marks)
- ii) Explain the uses of the following Keyboard Shortcuts on Windows (04 Marks)
 - a. Shift + Delete
 - b. Win + (+ Marks)
 - c. Alt + F4
 - d. Ctrl + X
- iii) Give Keyboard Shortcuts for the following tasks on Windows. (04 Marks)
 - a. Open a new document
 - b. Goes to beginning of current line
 - c. Moves one word to the left at a time
 - d. Print the current page or document;

[25 Total Marks]

- iv) Briefly explain the following tools. (05 Marks)
 - a. Word Processing
 - b. Spreadsheet
 - c. Presentation
 - d. Database
 - e. Desktop Publishing

- v) Briefly explain 3 views in MS word (06 Marks)

[25 Total Marks]

Question 02

- i) Define what word processing is? (04 Marks)
- ii) Mention three word processing softwares. (03 Marks)
- iii) State three advantages of word processing software? (06 Marks)
- iv) Define what is meant by formatting a document? (04 Marks)
 - a. Footnotes
 - b. Mail merge
 - c. Drop cap

(08 Marks)

Question 03

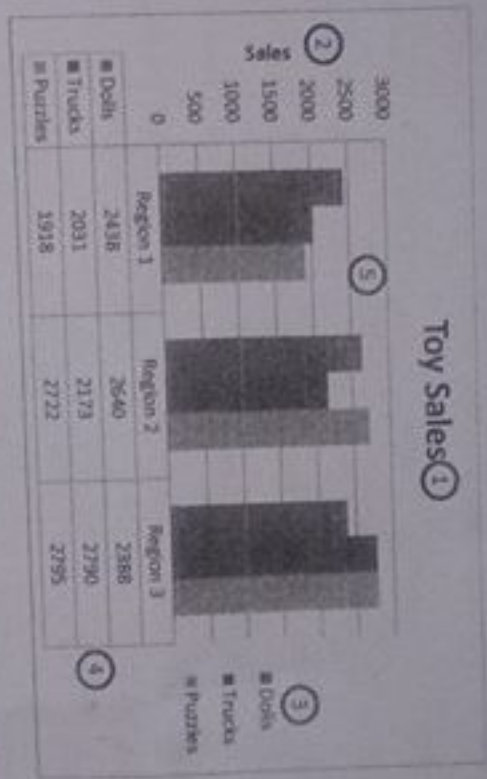
[25 Total Marks]

- 1) Study the following excel sheet and answer the question set on it

	A	B	C	D	E
	FoodMart Food City				
1					
2	Product Category	Product	Unit Price	Quantity	Amount
3	Dairy	Butter	300.00	2	
4	Fruit	Strawberries	45.00	07	
5	Vegetable	Cabbage	20.00	0.450	
6	Dairy	Yoghurt	30.00	7	
7	Vegetable	Carrots	90.00	0.900	
8	Fruit	Oranges	30.00	4	
9	Vegetable	Pumpkin	36.00	0.500	
10	Dairy	Milk	110.00	3	
11	Vegetable	Cucumber	56.00	0.600	
12	Fruit	Apples	35.00	01	
13					
14				Total	
15				Discount	
16				Amount Payable	
17					
18		Date	31/12/2011	No. of items	10

- Write the formula/function for cell E3 to find the amount.
- Write the formula/function to calculate total in cell E14.
- FoodMart food city provides 25% discount if the total is greater than Rs 1000 and 10% discount if the total is less than or equal to Rs 1000. Write the formula in cell E15
- In cell E16 write the formula to calculate the amount payable (that payable amount calculate by deducting the discount from total amount)
- Write the formula to calculate number of vegetable types sold

- f. Write a function to count the number of products with unit price greater than Rs.30/-.
 - g. Find the product with maximum price?
 - h. Write the function to calculate the total amount for the quantities greater than 25
 - i. Write a function to find total amount earned by selling dairy products
 - j. What is the result of the function =Count(A18:E18).
- (2 x 10 = 20 Marks)
- ii) Identify the components (A to E) of the following chart



(05 Marks)

Question 04

- i) What is a presentation?
- ii) List two presentation software
- iii) Name three views available in Microsoft PowerPoint and describe them.
- iv) What is the difference between Animation and Transition?
- v) Explain the importance of Slide Master
- vi) List three ways of creating an effective presentation.
- vii) Write down three ways of delivering an effective presentation.

[25 Total Marks]

- (03 Marks)
- (02 Marks)
- (06 Marks)
- (04 Marks)
- (04 Marks)
- (01 Marks)
- (03 Marks)

Question 05

[25 Total Marks]

[02 Marks]

[04 Marks]

[04 Marks]

- i) State four object types available in MS Access.
- ii) What is meant by Referential Integrity?
- iii) What is meant by the option "Cascade update related records"?
- iv) Consider the following two tables and answer the questions based on Microsoft

Access.

EMPLOYEE

EMP_NO	EMP_NAME	HOME_TOWN	DOB	SEX	DEPT
EMP001	GILL Kumara	Colombo	12/24/1990	M	Establishment
EMP002	P. Valya	Jaffna	5/19/1998	F	Finance
EMP003	J.M.Husam	Ampara	11/16/1989	M	Establishment
EMP004	F.P.Amshu	Keqale	1/1/1992	F	Establishment
EMP005	W.B.T.Lal	Kandy	11/20/1990	M	Finance
EMP006	P.Kulian	Trincomalee	9/27/1991	M	Establishment

DEPARTMENT

DEPT	DEPT_HEAD	TOWN
Establishment	H.R.Petera	Colombo
Finance	K.Ganesh	Vavuniya

- a) Write suitable data types for the EMPLOYEE and DEPARTMENT tables. [02 Marks]
- b) Identify the primary keys of each of the above tables. [02 Marks]
- c) Identify the foreign key in above tables. [02 Marks]
- d) What may be the *Input Mask* of EMP_NO? [02 Marks]
- e) Write the following queries using query design view in MS Access
 - i) Select the names and hometowns of all female employees. [01 Marks]
 - ii) Select the emp_no, emp_name, DOJB and sex of the employee whose name start with letter "P". [02 Marks]
 - iii) Select the names of all employees who work in Colombo. [02 Marks]

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Field:					
Table:					
Sort:					
Show Criteria on:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>