



University of Vavuniya

First Examination in Information Communication Technology - 2020

First Semester - May/June 2022 (held in August 2022)

TICT1114 Essentials of Information and Communication

Technology (Practical)

Answer All Questions

Time Allowed: Three hours

Instructions:

- Create a folder on the desktop with your index number(Eg: TSXXXX) and save all your files in that folder.
- The sample documents and all the other necessary resources are given in the folder named as "*TICT1114 – Resources*".

1. "Start Smart Academy" is a famous institute that provides a variety of courses for students. Now they are introducing new two-day courses.

The academy has decided to send a letter containing the application and the detailed program schedule of their new courses for the students. The sample letter ***TICT1114-Sample-Letter*** is given in the resource folder. Follow the steps given below to create a letter which is similar to the sample letter.

- (a) Save the document with the file name that starts with ***Letter*** and followed by your index number [e.g: Letter-TSXXXX].

[This Question continues on next page.]

- (b) Format the letter as justify-aligned.
- (c) Create a data source with the fields by referring to the following table and save it in the folder you created.

Title	FirstName	SurName	Address 1	Address 2	City
Mrs.	Mary	Collins	10 Bally Rd.	Bondi	Sydney
Mr.	Tom	Thompson	15 Bondi Rd.	Coogee	Sydney
Ms.	Roberta	Reynolds	85 Oxford Street.	Maroubra	Sydney
Mr.	Scott	Brooke	45 Scott Rd.	Randwick	Sydney
Ms.	George	Stephens	34 George Street.	Bondi	Sydney
Mr.	Frank	Hunter	23 Mullins Rd.	Tamworth	NSW
Mrs.	Shiela	Goddins	45 Llandaff Rd.	Rushcutters Bay	Sydney

- (d) Enter your mail merge fields into your document in the appropriate places.

- (e) Merge your document and save it as a Mail Merge Merged PDF file.

[35%]

2. You are requested to create a Microsoft Word document similar to the PDF document MicrosoftWord.pdf given in the resource folder "*TICT1114 – Resources*".
Follow the steps given below to create the document.

- (a) Save the document with the file name that starts with *MicrosoftWord* and followed by your index number [e.g : *MicrosoftWord – TSXXXX*]
- (b) Use the *Calibri(Body)* as the font style for the above whole paragraph.
- (c) Change the page setup as follows:
- Paper size: A4
 - Left margin :0.5
 - Bottom margin :0.5
 - Right margin:0.5
 - Top margin :1
 - Page Orientation: Portrait

[This Question continues on next page.]

(d) Change the title of the first paragraph as follows:

- Font Style: Times New Roman
- Font Size: 16
- Font should be bold
- Font Alignment: center

(e) Change each title of the other paragraphs as follows:

- Font Style: Times New Roman
- Font Size: 14
- Font should be bold
- Font Alignment: left

(f) Format the paragraphs as justify-aligned.

(g) Change the following sentence to the appropriate format which is available in the sample document.

“The redesigned interface also includes a toolbar that appears when selecting the text, with options for formatting included”

(h) Apply the suitable bullets formatting.

(i) Maintain the line spacing as 1.0.

(j) Add a watermark as “Computer Application”.

(k) Apply page border.

[30%]

3. You are requested to create a spreadsheet using Microsoft Excel as shown below and apply the following changes on the spreadsheet.

(a) Name the workbook as PaySheet.xls and rename the sheet as “PaySheet_Exercise.

(b) Use the drop-down list for inserting the data in the column **Department** which contains the data sources as ICT, IT, Physical science, HRM, PM, English, and Bioscience.

[This Question continues on next page.]

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Employee Id	Full Name	Department	Designation	Basic Salary
1024	Ms. Catlin Scroggins	ICT	Ass.Lecturer	49,800
1065	Ms.Mary Mathews	Physical Science	Lec (Prob)	54,000
1022	Mr.Harry Shea	Bio Science	Ass.Lecturer	49,800
1054	Mr. Adam Nussair	PM	Demonstartor	41,600
1052	Mr. Joe Mathews	HRM	Senior Lecturer	75,000
1028	Ms. Mayumi Raman	IT	Lec (Prob)	54,000
1098	Ms. Moera Dileepan	English	Senior Lecturer	75,000
1062	Ms.Ayesha Perera	PM	Lec (Prob)	54,000
1035	Mr.Dilan Chathura	ICT	Demonstartor	41,000
1042	Mr.Aron Taylor	Bio Science	Lec (Prob)	54,000

Designation	Allowance
Demonstartor	4000
Ass.Lecturer	5000
Lec (Prob)	50000
Senior Lecturer	75000

Maximum Basic Salary	
Minimum Basic Salary	
Summation of the Basic Salary	
Average of the Basic Salary	
Total number of the employees	

(c) Apply a validation to the column **Department** using following task:

- Display an input message as *"Select a category from the drop-down list"* when the user selects the cells in the **Department** column to insert the department type.
- Display a warning message as *"You must choose a category from the list"* when the user enters invalid data in the **Department** column.

(d) Insert new column as Gender after **Full Name** column and find the gender of the employees using appropriate functions.

(e) Insert the new columns "Allowance", "Gross Salary", "UPF", "Salary Advance", "Total Education", "Net Salary" after the **Basic Salary** column.

✱ (f) Calculate the allowance for each employee using the VLOOKUP function with the help of the Allowance table.

(g) Calculate the Salary Advance as follows:

If basic salary \geq 45000 then Salary Advance = 5% otherwise Salary Advance = 1% ,

(h) Do the following calculations and enter data into the newly created fields

- Gross Salary = (Basic salary + Allowance)
- UPF = 10% of the gross salary

[This Question continues on next page.]

- Total deduction = ^{UPF}~~EPF~~ + Salary Advance
 - Net Salary = Gross Salary - Total Deduction
- (i) Calculate Maximum, Minimum, Summation, Average Basic Salary and Total number of employees in the cells **D16, D17, D18, D19, D20** respectively.
 - (j) Apply the format of all numerical fields into two decimals and add Rs. as a prefix in front of the numerical value.
 - (k) Copy the above worksheet into a new sheet and sort the data according to the **Department** Column in Ascending order.
 - (l) Apply to fill color "Red" to who works in ICT Department using conditional formatting.
 - (m) Filter the employees who work in the Bioscience Department and display the results in the **B25** cell using the advanced filter.
 - (n) Draw a *3D Bar Chart* to show all the numerical fields and save it in a new sheet named "Bar Chart Sheet".
 - (o) Create a *Pie chart* using **Employee id** and **Basic Salary** fields and save it in a new sheet named "Pie Chart Sheet".
 - (p) Create a hyperlink on cell **A17** as "Go to Bar Chart Sheet" to navigate to the Bar Chart Sheet.

[35%]