SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION
(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Information Technology
First Year, First Semester Examination – 2020
HNDIT1101 – Personal Computer Applications

Instructions for Candidates:
Answer any four (04) questions only
All questions carry equal marks

No. of questions : 05
No. of pages : 03
Time : Two (02) Hours

Question 01

i) Define Software with suitable example. (02 Marks)
ii) Write three (3) reasons why office productivity tools are important in office environment (03 Marks)
iii) What are the two (2) types of Application Software? explain with examples (04 Marks)
iv) Describe four (4) types of Office productivity tools with suitable examples (08 Marks)
v) Online office productivity tools are popular in industries, give three examples and list three advantages. (08 Marks)

[Total 25 Marks]

Question 02

i) Define Word Processing software (02 Marks)
ii) Briefly explain the use of following facilities in MS Word
    a. Headers and footers
    b. Foot note
    c. Comment
    d. Content page
    e. Watermark (05 Marks)
iii) Explain the use of following Keyboard Shortcuts in Microsoft Word
    a. Alt +H
    b. Ctrl + Return
    c. Ctrl + E
    d. Ctrl+ Y
    e. Ctrl+ < (05 Marks)
iv) List five (5) types of document in Mail merge (05 Marks)
v) List four (4) types of views in MS Word and briefly explain each view (08 Marks)

[Total 25 Marks]

Question 03

i) Define Spreadsheet (02 Marks)
ii) List three (3) types of cell references in MS Excel (03 Marks)
iii) Describe four (4) types of errors listed below in MS Excel (04 Marks)
      a. #Div/0!
      b. #Ref
      c. # Name?
      d. #Null!

iv)

v) Write a formula for the following operations based on the following spreadsheet given below.

	A	B	C	D	E	F	G	H	I	J
1			Sarasi Garments Pvt(LTD) Salery calculation for the month of November							
2	Emp No	First Name	Second Name	Full Name	Department	Hours Worked	Hourly Rate	Basic Salery	Advance payment	Net Salery
3	Emp-1	Mala	Kularathna		Marketing	12	Rs.2,500.00			
4	Emp-2	Namal	Wijesinghe		Production	13	Rs.3,500.00			
5	Emp-3	Thirani	Nawarathana		Sales	20	Rs.2,450.00			
6	Emp-4	Veenavi	Perera		IT	14	Rs.3,500.00			
7	Emp-5	Prathibha	Suraweera		Sales	16	Rs.2,450.00			
8	Emp-6	Nayana	Samarasekara		Production	19	Rs.3,500.00			
9	Emp-7	Medavi	Rathnayaka		Marketing	22	Rs.2,500.00			
10	Emp-8	saman	Tennakoon		Sales	18	Rs.2,450.00			
11	Emp-9	Saduni	Weerakody		Production	11	Rs.3,500.00			
12	Emp-10	Rani	Weerasinghe		IT	16	Rs.3,500.00			
13										
14										
15										

    a. Convert the First name into capital letters (01 Marks)
    b. Display the full name in cell D3 (02 Marks)
    c. Calculate the basic salary in cell H3 (02 Marks)
    d. Calculate the Advance payment in cell I3(10% from Basic salary) (03 Marks)
    e. Find the net salary in in cell J3 (02 Marks)
    f. Count the employees, if they are from 'Marketing' Department (03 Marks)
    g. Find the sum of the Net Salary, if it is 'Production' Department (03 Marks)

[Total 25 Marks]

Question 04

i) Write the importance of the Computer Based Presentation Software (02 Marks)
ii) What are the differences between animation and slide transition? (03 Marks)
iii) Explain the followings in MS Power Point (04 Marks)
    a. Slide Master
    b. Action Buttons

iv) Briefly explain four (4) types of views in MS Power Point (08 marks)
v) Briefly describe four (4) important features of an effective presentation (08 Marks)

[Total 25 Marks]

Question 05

i) What is Data Base Management Software? (02 Marks)
ii) List down two Application Software for DBMS (02 Marks)
iii) Briefly explain any five (5) types of objects in MS Access. (05 Marks)
iv) Consider the following tables and answer the following questions

Month	ShopID	Sales
January	001	12400
March	001	18700
December	003	15330
February	001	11230
March	002	16330

Sales Table

Category	Items
A	Ice Cream & Milk
B	Milk
C	Milk & Stationery

Category Table

Name	ShopID	Category
ABC College	001	A
PQR Central College	002	B
XYZ College	003	C

Branch Table

a. Write down the two primary keys and their respective table names (02 marks)
b. Write down two foreign key and their respective table names (02 marks)
c. Which table should be modified to include telephone number of each shop? (02 Marks)
d. Which table should be joined to run a query to find out of the total sales at ABC College? (02 Marks)
e. Write suitable data types for all the three tables (08 Marks)

[Total 25 Marks]