

(a) You are tasked with writing a research paper in **MS Word** for your Information and Communication Technologies course. The paper should contain the following elements:

1. **Title:** "Impact of Technology on Communication"
2. **Headings:** Use appropriate heading styles for the following sections:
 - Abstract
 - Main Findings
 - Future Trends
3. **Content:** Write a brief paragraph (3-4 sentences) under each heading explaining the main ideas.
4. **Table:** Insert a table to summarize your main findings with the following columns:
 - Finding
 - Impact
 - Example

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Data for Table:

Finding	Impact	Example
Increased Connectivity	Enhanced communication	Video conferencing tools
Instant Messaging	Faster responses	WhatsApp and Messenger
Remote Work	Flexible work hours	Zoom and Microsoft Teams

1. **Equation:** Write the following equation:

$$S^2 = \frac{\sum (x_i - \bar{x})^2}{n - 1}$$

- (b) You are asked to prepare a summary presentation on the title "**Impact of Technology on Communication**" related to information and communication technologies. Your presentation should include the

1. **Title Slide:** Include the title of the research article and your name.
2. **Abstract Slide:** Create a slide for the Abstract. Use bullet points for clarity.
3. **Main Findings Slide:** Create a slide that shows main findings of your title.
4. **Design:** Ensure that your slides are visually appealing and maintain a consistent theme.
5. **Transitions:** Apply a transition effect between slides to enhance the presentation flow.
6. **Animations:** Use animations to reveal bullet points on the Summary slide one at a time, allowing the audience to focus on each point as you discuss it.

Q2:

[wgt: 9]

(Excel)

You are managing inventory data for a retail store. You need to sort the items based on their stock quantity from the highest to the lowest and then filter out items that are below a stock level of 50.

1. Sort the data based on the "**Stock**" column in descending order.
2. Filter out items that have a stock level below 50.
3. Create a **Pie Chart** showing the percentage of stock for each item after filtering.

Use the data below:

Item Name	Category	Stock	Price
Laptop	Electronics	75	\$800
Coffee Maker	Kitchen	20	\$50
Headphones	Electronics	90	\$120
Blender	Kitchen	55	\$60
TV	Electronics	40	\$500

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After sorting and filtering, create a **Pie Chart** showing the **proportion of remaining items in stock**.

(Access) You are managing a small library. You need to create a table in **MS Access** to store information about **borrowed books**. The table should include the following fields:

- **BorrowID** (AutoNumber, Primary Key)
- **BookTitle** (Short Text)
- **BorrowerName** (Short Text)
- **BorrowDate** (Date/Time)
- **ReturnDate** (Date/Time)

Task:

1. Create the table in MS Access with the fields specified above.
2. Enter the following data into the table:
3. Change the font to "Cambria"
- 4.

BorrowID	BookTitle	BorrowerName	BorrowDate	ReturnDate
1	The Alchemist	Alice Brown	01-10-24	15-10-24
2	The Great Gatsby	Bob Smith	05-10-24	20-10-24
3	To Kill a Mockingbird	Charlie Green	03-10-24	18-10-24
4	1984	Daisy Johnson	02-10-24	17-10-24
5	Pride and Prejudice	Edward White	04-10-24	19-10-24

(SQL) You are tasked with finding employees who were hired after **27-MAY-05**.

Task:

1. Write an SQL query to retrieve the following details for employees hired after 27-MAY-05:
 - **employee_id**
 - **first_name**
 - **last_name**
 - **hire_date**
2. Sort the result by **hire_date** in ascending order.