



# 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

### 1<sup>st</sup> Year, First Semester Examination – 2016

#### HNDIT1101 - Personal Computer Applications

Instructions for Candidates:

Answer FOUR Questions ONLY.

No. of questions : 05

No. of page : 05

Time : 02 Hours

#### Question 01

[25 Total Marks]

- i) Explain about data , processing and information ( 06 Marks)

Data that is (1) accurate and timely, (2) specific and organized for a purpose, (3) presented within a context that gives it meaning and relevance, and (4) can lead to an increase in understanding and decrease in uncertainty.

**Data processing** is, generally, "the collection and manipulation of items of **data** to produce meaningful **information**." In this sense it can be considered a subset of **information processing**, "the change (**processing**) of **information** in any manner detectable by an observer."

Information is valuable because it can affect behavior, a decision, or an outcome.

- ii) Explain the uses of the following Keyboard Shortcuts on Windows (04 Marks)

- a. Shift + Delete

When you press the **SHIFT+Delete** key combination in Windows, the expected behavior is that you are **deleting** files or folders permanently without sending them to the Recycle Bin.

- b. Win + (+ Marks) –open the magnifier

- c. Alt + F4 - close a running application

→ Ctrl + X - **Ctrl-X** to remove it and put it into memory so you can paste it somewhere else

iii) Give Keyboard Shortcuts for the following tasks on Windows. (04 Marks)

- a. Ctrl + O
- b. home
- c. Ctrl + Left Arrow
- d. Ctrl + P

iv) Briefly explain the following tools. (05 Marks)

- a. Word Processing → Word processing software, such as Microsoft Word, is the most commonly used type of software. Students, office assistants, managers, and professionals in all areas use word processing software to produce a variety of documents.
- b. Spreadsheet → A spreadsheet is a grid of rows and columns in which you enter text, numbers, and the results of calculations. • In Excel, a computerized spreadsheet is called a worksheet. The file used to store worksheets is called a workbook.
- c. Presentation → PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. • The slides contain the information that need to communicate with the audience. • This information can include text, pictures, charts, video, sound, and more. • Also can import what we created in other Microsoft products, such as Word and Excel into any of the slides.
- d. Database → *Database software* is a *software program* or utility used for creating, editing and maintaining *database* files and records. This type of *software* allows users to store data in the form of structured fields, tables and columns, which can then be retrieved directly and/or through programmatic access
- e. Desktop Publishing → the production of printed matter by means of a printer linked to a desktop computer, with special software. The system enables reports, advertising matter, etc., to be produced cheaply with a layout and print quality similar to that of typeset books.

v. Briefly explain 3 views in MS word

### **Draft View**

This is a general view for looking at a document, with which we are all probably familiar. It presents the whole document in a continuous 'roll' with the text looking like it will appear when printed. What we do not see in **Draft View** is how the text breaks with different pages and how diagrams and tables fit in.

### Print Layout (or Reading Layout)

This provides us with a view of the document where we can see page breaks and other features, as well as the basic character and paragraph formatting. This is helpful when we want to see where text ends on a page or where paragraphs break over two pages.

### Outline view

This presents the same document in outline form. In this view it is possible to collapse and expand different parts of the document. This makes it easier to work on these different parts. It is also easy to move blocks of text around the document should you decide that the order of things needs to be altered.

### Full Screen Reading View

Full Screen Reading view is optimized for reading a document on the computer screen. In Full Screen Reading view, you also have the option of seeing the document as it would appear on a printed page. You should view the document in full screen reading view to maximize the space available for reading or commenting on the document.

### Web Layout View

Use Web Layout view to create, view, and edit pages as they'll appear online when opened in a browser. By choosing Save As in the Backstage, you can save pages in several web-compatible formats.

**Question 02****[25 Total Marks]**

- i) Define what is word processing? (04 Marks)

Creation, editing, and/or printing of documents and texts by means of computer systems.

- ii) Mention three word processing software (03Marks)

- a. AbiWord
- b. Apache OpenOffice Writer
- c. Calligra Words
- d. EtherPad, real time word processor
- e. GNU TeXmacs
- f. Groff
- g. KWord
- h. LyX
- i. Ted
- j. Apple iWork - Pages.
- k. AppleTextEdit - Apple Mac OS included Word processor.
- l. Corel WordPerfect.
- m. Google Docs (Online and Free)
- n. LibreOffice Writer (Free)
- o. Microsoft Word.

- iii) State three advantages of word processing software? (06 Marks)

- ➔ Editing is possible before printing
- ➔ Data can be made attractive by formatting
- ➔ Documents can easily be send electronically
- ➔ Spell-check feature is provided

- iv) Define what is meant by formatting a Document? (04 Marks)

Setting up appearance of a document , text and images

- v) Describe two of following (08 Marks)

- a. Footnotes - Add note at the bottom of the page providing more information about something in your documents.

Mail merge - Process to create many copies of personalized letters or envelopes by using a one same copy of a document.

- b. Drop cap – Create large capital letter at the beginning of the paragraph.

**Question 03****[25 Total Marks]**

- i) Answer the following questions according the excel sheet given below

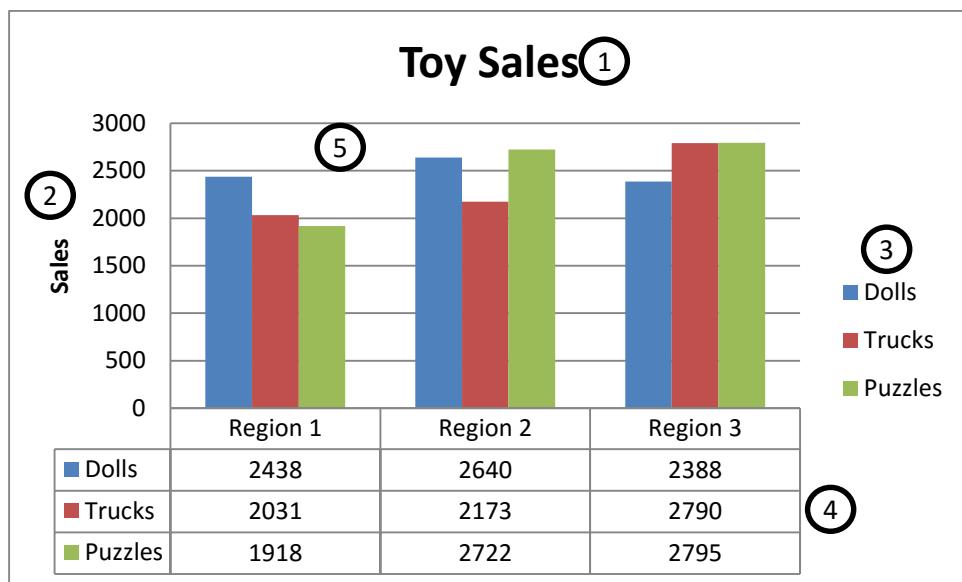
	A	B	C	D	E
1		FoodMart Food City			
2	Product Category	Product	Unit Price	Quantity	Amount
3	Diary	Butter	300.00	2	=c3*d3
4	Fruit	Strawberries	45.00	07	
5	Vegetable	Cabbage	20.00	0.450	
6	Diary	Yoghurt	30.00	7	
7	Vegetable	Carrots	90.00	0.900	
8	Fruit	Oranges	30.00	4	
9	Vegetable	Pumpkin	56.00	0.500	
10	Diary	Milk	110.00	3	
11	Vegetable	Cucumber	56.00	0.400	
12	Fruit	Apples	35.00	01	
13					
14				Total	=sum(e3:e12)
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.(Hint: 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

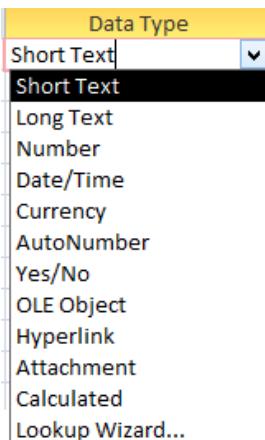
[25 Total Marks]

- i) What is a presentation (03 Marks)
- ii) List two presentation software (02 Marks)
- iii) Name three views available in Microsoft PowerPoint and describe them (06 Marks)
- iv) What is the difference between Animation and Transition? (04 Marks)
- v) Explain the importance of Slide Master (04 Marks)
- vi) List three ways of creating an effective presentation and three ways of delivering an effective presentation (06 Marks)

**Question 05****[25 Total Marks]**

- i) State four object types available in MS Access.

[02 Marks]



- ii) What is meant by Referential Integrity?

[04 Marks]

Referential integrity is a database concept that ensures that relationships between tables remain consistent.

- iii) What is meant by the option “Cascade update related records”?

[04 Marks]

Any time you change the primary key of a record in the primary table, Microsoft Access automatically updates the primary key to the new value in all 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	G.H.L.Kumara	Colombo	12/24/1990	M	Establishment
EMP002	P.Vithya	Jaffna	5/19/1998	F	Finance
EMP003	J.M.Husain	Ampara	11/16/1989	M	Establishment
EMP004	F.P.Anusha	Kegale	1/1/1992	F	Establishment
EMP005	W.B.T.Lal	Kandy	11/20/1990	M	Finance
EMP006	P.Kuhan	Trincomalee	9/27/1991	M	Establishment

**DEPARTMENT**

<b>DEPT</b>	<b>DEPT_HEAD</b>	<b>TOWN</b>
Establishment	H.R.Perera	Colombo
Finance	K.Ganesh	Vavuniya

- a) Write suitable data types to the EMPLOYEE and DEPARTMENT tables. [02 Marks]

<b>EMP_NO</b>	<b>EMP_NAME</b>	<b>HOME_TOWN</b>	<b>DOB</b>	<b>SEX</b>	<b>DEPT</b>
Text	Text	Text	Date/time	Text	text

<b>DEPT</b>	<b>DEPT_HEAD</b>	<b>TOWN</b>
Text	text	text

- b) Identify the primary keys of each of the above tables. [02 Marks]

Emp\_no, dept

- c) Identify the foreign key in above tables. [02 Marks]

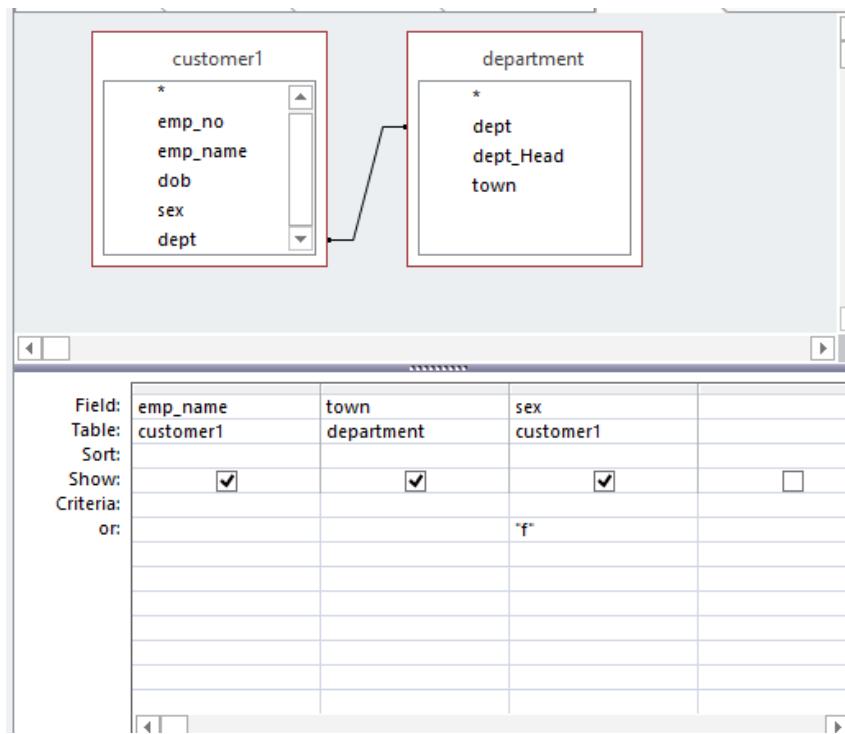
Dept from employee table

- d) What may be the *Input Mask* of EMP\_NO? [02 Marks]

“EMP”####

- 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 , DOB and sex of the employee whose name start with letter “P”. [02 Marks]

Field:	emp_no	emp_name	dob	sex
Table:	customer1	customer1	customer1	customer1
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	Like 'P'			
or:				

- iii) Select the names of all employees who work in “Colombo”. [02 Marks]

Field:	emp_name	home_town
Table:	customer1	customer1
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Colombo"	
or:		

