

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

1st Year, First Semester Examination – 2018

HNDIT 1101 - Personal Computer Applications

Instructions for Candidates:
Answer FOUR Questions ONLY.

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

Question 01

[25 Total Marks]

- i) Computer software can be divided into two categories. What are they? (02 Marks)
- ii) State four benefits of office productivity tools. (04 Marks)
- iii) Explain the uses of following Keyboard Shortcuts in Microsoft Office. (04 Marks)
 - a. Ctrl + Z
 - b. Ctrl + A
 - c. Ctrl + B
 - d. Alt + H
- iv) Give Keyboard Shortcuts for the following tasks in Microsoft Office. (05 Marks)
 - a. Close the currently opened document
 - b. Increase the font size by 1 point
 - c. Moving one word to the left at a time
 - d. Magnifying
 - e. Print a current page or a document
- v) Explain the following types of office productivity tools with an example. (10 Marks)
 - a. Word Processing
 - b. Spreadsheet
 - c. Database Management System
 - d. Presentation

Question 02

[25 Total Marks]

- i) Give two advantages of a word processor. (02 Marks)
- ii) Explain the following terms. (04 Marks)

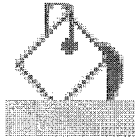
a. Thesaurus

b. Footnote

iii) What is a Chart in MS Word? State any four components of a chart. (04 Marks)

iv) What is Mail Merge? State three types of document that can be used in mail merge. (05 Marks)

v) Identify the following icons and state function of each icon in MS Word. (10 Marks)



a.



b.



c.



d.



e.

Question 03

[25 Total Marks]

i) Give two advantages of computer based presentation. (02 Marks)

ii) Describe following terms (04 Marks)

a. Rehearse timings

b. Transitions

iii) Briefly describe any two Master Views. (04 Marks)

iv) State five features of an effective presentation. (05 Marks)

v) Briefly describe five presentation views. (10 Marks)

Question 04

[25 Total Marks]

i) What is a cell address? (02 Marks)

ii) Briefly describe two types of cell address in Excel. (04 Marks)

iii) Describe the following Error Values. (04 Marks)

a. #####

c. #Num!

b. #Div/0!

d. #N/A

iv) Write down the formula or function for the following operations based on the spread sheet which is given below.

	A	B	C	D	E	F	G	H	I
1	Employee Salary Details 2018								
2	Employee ID	Employee Name	Designation	Service (Years)	Basic Salary	Allowance	Gross Salary	E.P.F 10%	Net Salary
3	E001	Kamal	DBA	5	LKR 45,000.00				
4	E002	Sunil	SE	2	LKR 35,000.00				
5	E003	Kanthi	SE	1	LKR 35,000.00				
6	E004	Madhushan	SSE	3	LKR 38,000.00				
7	E005	Shanika	BA	2	LKR 32,000.00				
8	E006	Amali	QA	2	LKR 32,000.00				
9	E007	Kalpani	QA	1	LKR 32,000.00				
10	E008	Shantha	SE	4	LKR 35,000.00				
11	E009	Sanath	PM	6	LKR 47,000.00				
12	E010	Gihan	Architect	10	LKR 50,000.00				

- To convert an Employee Name in capital letters. (01 Marks)
- To calculate the Allowance according to the service years.
 If service years ≥ 10 then allowance is 20000
 If service years ≥ 5 then allowance is 15000
 If service years ≥ 2 then allowance is 5000
 Else 3000 (03 Marks)
- To calculate the E.P.F which is 10% of the Basic Salary. (02 Marks)
- Gross Salary equals to the sum of Basic Salary and Allowance. How do you get the Gross Salary using Excel function? (01 Marks)
- To get the Net Salary by deducting E.P.F from the gross salary. (01 Marks)
- To get the number of employees whose Net Salary is greater than 45000. (02 Marks)
- To get average of Net Salary which is greater than 45000. (02 Marks)
- To calculate the sum of the Net Salaries of SE. (03 Marks)

Question 05

[25 Total Marks]

- Define the term **Lookup Wizard** (02 Marks)
- Briefly describe the purpose of using **input mask** (02 Marks)
- Briefly explain the following objects in Access. (06 Marks)
 - Query
 - Form
 - Report
- Part of a restaurant database has been given here. Answer the questions based on following two tables.

User				
UserID	UserName	Gender	Phone	DateOfBirth
1	Sarath	M	0714527894	10/22/1985
2	Susila	F	0762317693	4/7/1970
3	Shantha	M	0718273459	3/5/1980
4	Kamal	M	0786756452	7/4/1970
5	Menik	F	0782314563	5/6/1982
6	Sunil	M	0112565435	12/5/1975

Order					
OrderID	OrderDate	OrderStatus	SubTotal	UserId	
1	6/25/2018	True	Rs.12,568.00	3	
2	6/25/2018	True	Rs.25,240.00	2	
3	6/27/2018	True	Rs.500.00	6	
4	6/28/2018	True	Rs.875.00	6	
5	6/29/2018	False	Rs.4,500.00	5	
6	6/29/2018	True	Rs.500.00	2	
7	6/29/2018	False	Rs.45.00	4	
8	6/30/2018	True	Rs.35,570.00	1	
9	7/1/2018	True	Rs.789.00	1	
10	7/2/2018	False	Rs.13,870.00	6	

- Identify the primary key of each table. (02 Marks)
- Identify a foreign key from the above tables. (01 Marks)
- Write suitable data type for each column in Order Table. (05 Marks)
- Write the following queries by using query design view
 - Select OrderID where the OrderStatus is false. (02 Marks)
 - Select UserName and Phone number whose OrderStatus is false (02 Marks)
 - Select UserID, UserName and SubTotal of each order where SubTotal is greater than Rs.1000.00 in ascending order of UserID. (03 Marks)

{hint:

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