



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-2019

HNDIT1101- Personal Computer Applications

Instructions for candidates:

Answer FOUR questions ONLY.

All questions carry equal marks.

No of questions : 05

No of pages : 04

Time : Two (02) hours

Question 01

- i) Why do we need Office Productivity tools? (02 Marks)
- ii) What is meant by software package? Give two examples. (03 Marks)
- iii) Explain why office productivity software is important in office environment? (04 Marks)
- iv) What are the four types of Office productivity tools, explain with examples? (08 Marks)
- v) Explain the difference between special purpose and General Purpose software with two examples. (08 Marks)

[25 Marks]

Question 02

- i) What is Word Processing Software? (02 Marks)
- ii) Match the short cut keys with the relevant action (05 Marks)

i. Ctrl + J	a) Past your text ✓
ii. Ctrl+Shift+C	b) Redo your changes ✓
iii. Ctrl+V	c) Change the font face
iv. Ctrl+Y	d) Justify Align your text
v. Ctrl+Shift+F	e) Format Painter

- iii) Explain the following terms (04 Marks)
 - a. Headers and Footers:
 - b. Hyperlink :
- iv) State four types of documents that you can with mail merge. (04 Marks)
- v) What are the five types of views in MS Word? Briefly explain. (10 Marks)

[25 Marks]

Question 03

- i) Write three advantages of using Spread sheet software. (03 Marks)
- ii) Explain the following error values in MS Excel (04 Marks)
 - a. #Null!
 - b. #Num!
 - c. #Ref!
 - d. #Value!
- iii) What are the three types of cell references in MS Excel? Briefly explain. (06 Marks)
- iv) Write formula for the operations based on the following Spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Employee Salary sheet in ABC Company								
2									
3	First name	Second Name	Full Name	Basic Salary	Attendance	Basic Allowance	Attendance Allowance	Net Saalry	Income Level
4	Nimal	Gamage		Rs.34,000.00	20				
5	Kamal	Weerasinghe		Rs.40,000.00	25				
6	Sarath	Suraweera		Rs.50,000.00	22				
7	Nuwan	Jayaweera		Rs.37,000.00	27				
8	Ruwan	Gunawardana		Rs.50,000.00	21				
9									
10	Basic Allowance		15%						
11									

- a. Display the Full name in cell C4 (01 Marks)
- b. Calculate the Basic Allowance in cell F4 - 15% from Basic Salary (Basic Allowance in cell C10, use as absolute cell) (02 Marks)
- c. Calculate Attendance Allowance in cell G4 – If Attendance >=22, Attendance allowance is 10% from Basic Salary, otherwise Attendance allowance is 0. (02 Marks)
- d. Calculate Net Salary in cell H4 – Basic Salary + Basic Allowance + Attendance Allowance (02 Marks)
- e. Count the number of employees with a value greater than Rs.35000 basic Salary in cell A12 (01 Marks)
- f. Display the Income Level – If Net Salary >= 35000 - High (04 Marks)
 If Net Salary >=30000 - Middle
 Otherwise Income level is Low

[25 Marks]

Question 04

- i) Write two application software for presentation. (02 Marks)
- ii) Write three advantages of computer based presentation. (03 marks)
- iii) What are the four types of views in MS PowerPoint? (04 Marks)
- iv) List down four important points to design an effective presentation, and explain their importance. (08 Marks)
- v) Explain the following in MS Power point. (08 Marks)
 - a. Animation
 - b. Slide Master
 - c. Transition
 - d. Action buttons

[25 Marks]**Question 05**

- i) Lis down two application software for DBMS. (02 Marks)
- ii) Why do you prefer MS Access rather than other DBMS systems? (03 Marks)
- iii) Write five (05) types of objects in MS Access, briefly explain each. (05 Marks)
- iv) Answer the question based on following tables which denotes Part of Student Information database

Student				
St_No	Student_Name	Gender	Phone_No	Date_of_Birth
S0001	Sujith	M	0712236785	04/07/1998
S0002	Nirmala	F	0773421121	03/05/1999
S0003	Saman	M	0772333233	02/12/1990
S0004	Chithra	F	0713232456	09/03/1993
S0005	Shimal	M	0775546434	04/03/1995
S0006	Sapumali	F	0713232454	05/06/1996

Exam					
Index_No	Course	Subject	Status	Attendance	St_No
F/001	HNDIT	PC	Proper	Eligible	S0003
F/002	HNDIT	Programming	Repeat	Eligible	S0003
F/003	HNDIT	Hardware	Proper	NotEligible	S0004
F/004	HNDIT	Statistic	Repeat	Eligible	S0004
F/005	HNDIT	PC	Proper	NotEligible	S0001
F/006	HNDIT	Programming	Repeat	Eligible	S0001
F/007	HNDIT	Hardware	Proper	NotEligible	S0002
F/008	HNDIT	Statistic	Repeat	Eligible	S0002

- a Identify the Primary key of each table (02 Marks)
- b Identify a foreign key from the above table (01 Marks)
- c Write Suitable data type for each column in Exam table (06 Marks)

Index_No	Course	Subject	Status	Attendance	St_No

- d Write the following Quires by using Query design view
- i. Select 'Index_No' where the status is 'Repeat' (02 Marks)
- ii. Select 'Student_Name' and 'Phone_No' whose Attendance is 'NotEligible' (02 Marks)
- iii. Select full details of students who have born after 1995. (02 Marks)

[25 Marks]