Vavuniya Campus of the University of Jaffna

First Examination in Information and Communication Technology-2015

First Semester - August / September 2016

ICT1152 Practical for Fundamentals of Computer Systems

Answer All questions

Time Allowed: **Three** hours

---

1. Use **mail merge** to send a letter **Interview.docx** to certain group of people. The essential resources; receivers address details **Contact.xlsx** , sample mailing output **MaimergeSampleoutput.pdf**, Sample letter **Interview.docx** are available in the directory **ICT1152EndSemi** on the Desktop. [40%]

2. Open an excel workbook **Q1.xlsx** available in the directory **ICT1152EndSemi** on the Desktop and it displays the movie list and their cost. Find the profit and check whether each movie was a flop or a success using the following criteria: [20%]
   If the profit was less than Rs.100,000.000 then the movie is a flop, otherwise the movie is a success.

3. (a) Open a new excel workbook and save it in the name comprised of your index number. [05%]

(b) i. Enter the following details given below in sheet1 and rename the sheet1 as Employee. [05%]

Name	EmpNo	Birth Date	Address	Sex	Salary(Rs)
Ramesh	341239	9/15/1972	975,Station Rd, Vavuniya	M	38000
Jenniifer	344321	6/20/1971	291,Ward Place, Colombo	F	43000
kumar	344555	8/12/1975	638,Galle Rd, Colombo	M	40000
John	345678	9/1/1975	731. Brown Rd, Jaffna	M	30000
James	349753	10/11/1967	450, Ratmalana, Colombo	M	55000

ii. Replace the word "Rd" in the column Address by "Road" and add it in the column New Address. [05%]

iii. Calculate the bonus for each of the employees according to the following table and add it to the column Bonus. [10%]

Address	Sex	Bonus
Colombo	M,F	1000
Out of Colombo	M	1500
Out of Colombo	F	2000

iv. Calculate the Gross salary for each of the employees.
(Gross Salary=Salary+Bonus) [05%]

v. Retrieve the employee numbers who get salary more than Rs.35000 [10%]