University of Vavuniya

First Examination in Information Technology - 2021

First Semester - March 2023

IT1113 Fundamentals of Information Technology (Practical)

Answer All Questions

Time Allowed: Two hours

Instruction:

- This paper contains two major questions on three pages.

- Necessary resources for the Question 1 are in the folder "IT1113P_Final" on your desktop folder.

- Create a folder in the Desktop with your index number (E.g., IT10001), and save all files into that folder.

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1. Create a document and save it as "Question1.doc", which should be the same as "Q1_Resource.pdf" using Microsoft Word. The content of your document should be the same as the content of the document "Q1_Resource.pdf", which is available in the folder "IT1113P_Final".

   (a) Perform each of the following setting and formatting to the word document:

      i. Set paper size to A4

      ii. Set Left, Right, Bottom, and Top margins to 1"   [30%]

   [This question is continued on next page]

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(b) Use mail merge to send the above created document to the following people including their names, registration number, and address as indicated in the following table:

Registration Number	Name	Address	City
SIT001	A.Perera	No.13,Main Street	Petta
SIT008	L.Siva	No.14,Galle Road	Bambalapitiya
SIT012	S.Wijayasinghe	High Level Road	Nugegoda
SIT040	T.Suresh	Pepiliyana Road	Baththaramulla
SIT098	D.Priyan	Maya Avenue	Kirulapone

[20%]

2. The following table contains the employee paysheet of an organization. Create a Worksheet in Microsoft Excel using the data in the given table:

EPF No	Full Name	Designation	Department	No of Days Worked	Rate per Day	OT Hours	Deduction
			Employee Paysheet				
ABC001	Bennett Kean Bryce	Manager	finance	27	1250	20	1200
ABC002	Benavides Josue Yanuel	Clerk	finance	26	500	10	0
ABC003	Belfield Ann Lillian	Admin	admin	20	1500	7	450
ABC004	Griffin Rose Amelia	Clerk	admin	26	650	14	760
ABC005	Ayaan Marie Kaylee	Manager	computer	28	1400	12	550
ABC006	Ray French Daniel	Clerk	computer	18	600	10	1250
ABC007	Friedman Jeffrey Michael	Clerk	computer	22	550	12	300
ABC008	Hulken Guerra Colten	Clerk	admin	25	500	13	2500
ABC009	Riley Bailey Miller	Clerk	finance	27	525	8	0
ABC010	Xavier Miguel Marcus	Manager	admin	24	1200	6	690

Designation	Allowance Rate		Total net salary	count				
Manager	45%							
Admin	25%							
Clerk	15%							

(a) Rename Sheet1 as "Employee Paysheet". [02%]

(b) Add a header to the Worksheet that contains the Date in the left section and your Registration number in the right section. [02%]

[This question is continued on next page]

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(c) Set the data validation checking as described below:

    i. First three characters of the EPF No should be "ABC".

    ii. All days worked are given int he column "Number of Days Worked" must be between 0 and 30. [04%]

(d) Insert the columns for First Name, Middle Name, Basic Salary, OT Rate, OT Amount, Allowance, Gross Salary, Net Salary, and fill those columns as described below:

    i. Extract the First Name and Middle Name from Full Name.

    ii. Basic salary = No of Days Worked * Rate per Day.

    iii. OT Rate = (Rate per Day/8)*1.5.

    iv. OT Amount = OT Rate * OT Hours.

    v. Allowance = Basic salary * Allowance rate (calculate the Allowance using vlookup function).

    vi. Gross salary = basic salary +OT amount +Allowance.

    vii. Net salary = gross salary- deductions. [16%]

(e) Apply the currency format to the columns Gross Salary and Net Salary. [03%]

(f) Apply the red color to the Net Salary field if the salary is between Rs. 15000 and Rs. 20000, by using conditional formatting. [04%]

(g) Find out the total net salary and total number of employees for each designation. [06%]

(h) Create a pie chart based on EPF No and No of Days Worked fields, and extract the minimum No of Days Worked on the chart. [05%]

(i) Copy the "Employee Paysheet" worksheet into Sheet2, and sort the designation in ascending order, then rename the worksheet as "sort by ascending". [03%]

(j) Extract all details of employees in which the No of Days Worked is greater than 25 and the deduction is less than 500 using the advanced filter. [05%]