

# DOC314 Digital Skills for Higher Education ICT 2 - Final Practical Test

Date: 19<sup>th</sup> December 2022

**Time**: 10.00 am - 12.15 pm

**Duration**: 2 hours & 15 minutes

#### **INSTRUCTIONS TO CANDIDATES:**

- 1. Login to LMS September DOC 314 page and follow the instructions given by the registry and module contents.
- 2. Create a **folder** on your **desktop** with your **Student ID** (folder name) and save all the work in that folder.
- 3. Convert that folder into a ZIP file and submit to the given link in the DOC314 module page in the IIT LMS on or before Monday, 19<sup>th</sup> December at 12.15pm.
- 4. You will be allowed to upload your ZIP file ONCE.
- 5. You are strongly advised to upload your ZIP file at least 10 minutes before the submission deadline to avoid any technical issues.
- 6. If you do not submit your answer to the IIT LMS on time, then it will be considered as you have not submitted, and you will be awarded the Zero mark.
- 7. No email submissions will be accepted.
- 8. If you are unable to complete the exam successfully due to any valid reason (e.g. technical issue, etc.) you can follow the mitigation process and submit mitigation without any fail.
- 9. If needed, a sample of students will undergo a short viva examination to establish the authenticity of the work submitted, this will be organized by your module leader.
- 10. The Examination paper contains 5 pages including the cover page.
- 11. This examination paper consists of 3 Questions which account for 100 marks. You are required to answer all the questions.

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#### **OUESTION 1 – BASED ON MICROSOFT EXCEL – 50 MARKS**

(Only Excel format is accepted, other format submission for this question will be awarded 0 marks)

	Α	В	С	D	Е	F	G	Н	1.0	
	The Cake Paradise									
	Product							Quarterly	Yearly	
	Code	Product Name	Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Average	Total	Commission
	CP-001	Bluberry Cheese Cake	Decorated	1587	1452	4856	3258			
ļ	CP-002	Chocolate Fudge Cake	Normal	4785	4875	5412	4581			
,	CP-003	Ribbon Cake	Decorated	4587	1524	7813	1452			
,	CP-004	Pineapple Gatto Cake	Decorated	4185	5849	9553	1452			
,	CP-005	Red velvet Cake	Normal	4587	3589	4852	5241			
		Fruit Cake	Normal	4581	1524	3254	8452			
		Butter Cake	Normal	4852	1582	7895	9895			
0		Black Forest Cake	Decorated	4587	3548	4856	5486			
1		breudher cake	Normal	4795	4582	7485	1526			
2		Coffee Cake	Decorated	8451	7892	6584	4562			
3		Yellow Butter Cake	Normal	1458	2451	2458				

- 01. Create a workbook and rename it as **Your Student ID> Q1**" (1 mark)
- 02. Rename the worksheet as "Yearly Sales "and change the tab color to red (2 mark)
- 03. Create a table with data as shown as above. Apply the similar format to the Data sheet shown in the above image. (4 mark)
- 04. Change Row height and Column Width as follows (4 mark)
- 1 & 2 Rows 30
- Other Rows 15
- Column Width Auto fit
- 05. Format font as follows (4 mark)
  - "The Cake Paradise"

Font – Aharoni

Font Size – 26

- Others

Font - Arial Narrow

Font Size – 12

06. Fill product code with auto fill (A8 to A13)

- (1mark)
- 07. Apply a suitable formular to calculate the quarterly average in cell H3, then copy the formula in other cells (H4:H13) (2 mark)
- 08. Add currency format for the cells D3:G13 with two decimal places and dollar symbols.' (2 mark)

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- 09. If the quarterly average value of "Yellow Butter Cake" is 2270.00 find the sales value of "Yellow Butter Cake" in quarter 4 (Use goal seek; what if analysis) (2 mark)
- 10. In cell I3 calculate Yearly total of sales (For Quarter 1 to Quarter 4) (1 mark)
- 11. Calculate the commission as follows (6 mark)
- If the yearly total is below 10000 commission rate 3%
- If the yearly total is less than or equal to 20000 commission rate is 5%
- If the yearly total is less than or equal to 30000commission rate is 7%
- 12. In cell D14, apply the formula to calculate total of the Quarter 1 and copy the formula for other 3 quarters. (4 mark)
- 13. Create a pie chart (Style 3) to show as a percentage of total value of each quarter and move to another sheet in the same file and rename it as "PieChart". (5 mark)
- 14. Using conditional formatting visualize following data (4 mark)
- Highlight cells of sales value of 4 quarters with "green fill with dark green text" which have greater than \$5000
- Blue Data bars to represent the values inside the "Commission" column
- 15. Create the below summary table in the same excel sheet and apply the appropriate formula to fill the given table.

  (6 mark)

Number of Products which have Yearly total value greater than \$15000							
Number of Products which have Quarterly average less than \$5000							
Total value of yearly total of normal category							

16. Sort by "Product name" from A to Z. (2 mark)

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#### **QUESTION 2- BASED ON MICROSOFT WORD- 25 MARKS**

(Only word format is allowed for this question marking, if any other formats are submitted, you will be awarded 0 marks)

- 1. Design the following invoice using Microsoft word in 1 page. Use "Arial" as a font to design the below invoice. (22 mark)
- 2. You are required to set the page in A4 size. (1 mark)
- 3. Save your word document as <Your student ID>\_Q2 (2 marks)



## INVOICE

Invoice to:

Dwyane Clark 24 Dummy Street Area, Location, Lorem Ipsum, 570xx59x

Invoice#
Date

52148 01 / 02 / 2020

SL.	Item Description	Price	Qty.	Total
1	Lorem Ipsum Dolor	\$50.00	1	\$50.00
2	Pellentesque id neque ligula	\$20.00	3	\$60.00
3	Interdum et malesuada fames	\$10.00	2	\$20.00
4	Vivamus volutpat faucibus	\$90.00	1	\$90.00

Thank you for your business

Sub Total: Tax: \$220.00 0.00%

Terms & Conditions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dignissim pretium consectetur.

Total: \$220.00

Payment Info:

Account #: 1234 5678 9012
A/C Name: Lorem Ipsum
Bank Details: Add your bank details

Authorised Sign

Phone # | Address | Website

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### **QUESTION 3 – BASED ON GIMP – 25 MARKS**

(Only allowed formats will be given marks, other formats will be awarded 0 marks)

Create a **banner** for "**Book Sale**" which is going to happen in the coming week, by the organization "**Sharp Learners**" with the use of **GIMP** software.

**Note:** Images cannot be used to create the designs (Only use the tools which is available in the GIMP)

**Hints:** Use multiple layers to get more score. [8 marks]

Appropriate font style, shapes, and color. [12 marks]

**Submit both the XCF and PNG format of the Banner.** Refer to the following guidelines for further information.

- You need to save the XCF file with all the layers. Name the file as <your student ID>\_Q3. [3 marks]
- You also need to export the final image to PNG and save it with the same name (your student ID Q3.) [2 marks]

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