FOUNDATION CERTIFICATE IN HIGHER EDUCATION

DOC314 Introduction to Information Technology

ICT 2 - Final Practical Test

Date: 15th August 2022

Time: 9.00 am - 11.15 am

Duration: 2 hours & 15 minutes

INSTRUCTIONS TO CANDIDATES:

1. Login to the Zoom link given in the DOC314 module page in the IIT LMS for virtual invigilation (monitoring).

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, 15th August at 11.15 am.

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 through a Zoom Meeting.

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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QUESTION 1 – BASED ON MICROSOFT EXCEL – 50 MARKS

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

	A	B	C	D	E	F	G	H
1				**Payroll**				
2	Date	15/08/2022						
3	Employee ID	Employee Name	Gender	Hourley Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Susan	Female	6.5	40	?	?	?
5	E00002	Melissa	Female	6.5	38	?	?	?
6	E00003	Armstrong	Male	6.5	40	?	?	?
7	?	Jeffrey	Male	6.5	36	?	?	?
8	?	Cindy	Female	6.5	35	?	?	?
9	?	Johnson	Male	6.5	34	?	?	?
10	?	Laura	Female	6.5	37	?	?	?
11	?	Kathleen	Female	6.5	39	?	?	?
12	?	Michel	Male	6.5	32	?	?	?
13	?	Penton	Male	6.5	33	?	?	?
14							Highest Net Pay	
15							Lowest Net pay	
16							Average Net Pay	

1. Open a new workbook and save the file name as <Your Student ID>_Q1.
    [1 mark]

2. Enter the above data in an Excel worksheet in the exact cell locations as desired. Set the columns width and rows height appropriately and set labels alignment appropriately.
    [3 marks]

3.Use AutoFill to put the Employee Numbers into cells A6:A13.   [1 mark]

4.Use warp text and merge cells as desired.   [2 marks]

5.Apply borders, gridlines, and shading to the table as desired.   [2 marks]

6.Format cells F4:H13 to include dollar sign with two decimal places   [2 marks]

7.Sort the data according to the Gender.   [2 marks]

8.Calculate the Gross Pay for all the employees; multiply Hourly Rate by Hours Worked to calculate the Gross Pay.   [3 marks]

9.Calculate the Social Security Tax (S.S Tax) as follows,   [5 marks]
 - If gross pay is $260 or greater, then the S.S tax is 10% of gross pay.
 - If gross pay is $240 or greater, and less than $260 then the S.S tax is 7% of gross pay
 - If gross pay is $230 or greater, and less than $240 then the S.S tax is 5% of gross pay.
 - If gross pay is $210 or greater, and less than $230 then the S.S tax is 3% of gross pay.
 - If gross pay is less than $210 then no S.S tax.

10.Calculate the Net Pay; enter a formula to subtract Social Security Tax from Gross Pay to calculate net pay.   [3 marks]

11.Highlight the Net pay which are above the average in "Light red fill with dark red text" and the below average Net pay in "Yellow fill with dark yellow text" using conditional formatting feature.   [4 marks]

12.Calculate the highest, lowest, and average net pay by using suitable formulas.
[6 marks]

13.Use "Green data bar" in conditional formatting to display S.S tax values. [2 marks]

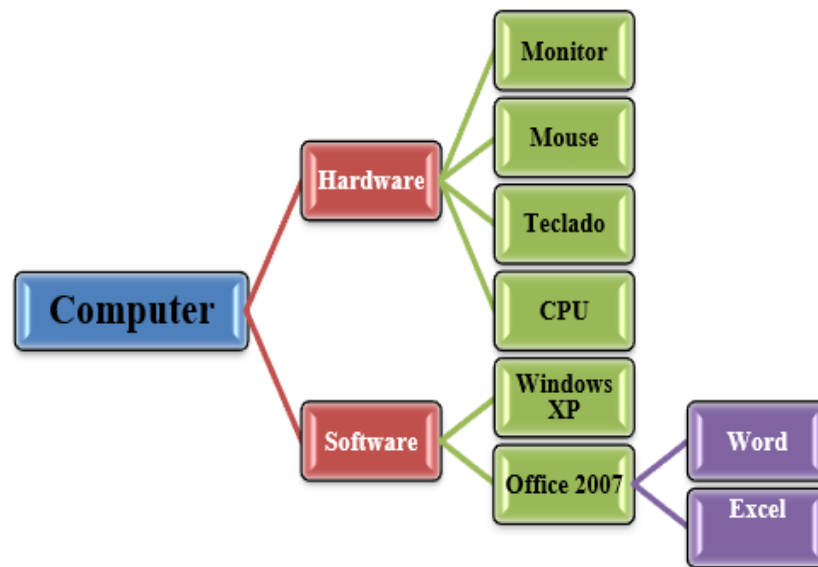14.Create a suitable chart to compare the Employees' net pay. (X axis – employee ID, Y axis – net pay) [4 marks]

15.Create the below summary table in the same excel workbook. You must use COUNT IF function to find the answers and complete the below table (marks will not be awarded for any other methods).   [10 marks]

	Answers
a. The number of employees who worked above 35 hours.	
b. The number of employees who receive gross pay above $230	
c. The number of employees who are eligible to pay the S.S tax	
d. The number of female employees	
e. The number of male employees	

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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 page using Microsoft word in 1 page.
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]

Learning Objectives

Upon successful completion of this contents, you will be able to:

- Define what an information system is by identifying its major components.
- Describe the basic history of information systems; and
- Describe the basic argument behind the article "Does IT Matter?" by Nicholas Carr.

If you wish to learn more on these contents, please go to this URL *https://opentextbook.sit*

Store Location	Number of Employees	Sales/sq ft
Anaheim	35	$360
Cerritos	38	$540
Long Beach	42	$670
Santa Ana	27	$370
Total	142	$1940

QUESTION 3 – BASED ON GIMP – 25 MARKS

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

Create the below banner **as it is** with the use of GIMP software.

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

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

Submit both 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]

***************** END OF THE PAPER***********************************

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