



**Diploma in ICT - Level 3**  
**Unit 02 - Office Applications**  
**Practical Examination Paper**

*Time :2 Hours*

*Instructions to Invigilators,*

*No reference material of any kind be taken by the students in to the examination hall.*

**1. Create the following questions using word application****1.1.Type the following paragraph****(50 Marks)****PERSONAL COMPUTER**

A personal computer (PC) is any general-purpose computer whose size, capabilities, and original sales price make it useful for individuals, and which is intended to be operated directly by an end user with no intervening computer operator. This is in contrast to the batch processing or time-sharing models which allowed large expensive mainframe systems to be used by many people, usually at the same time, or large data processing systems which required a full-time staff to operate efficiently. It is also in contrast with the more recent trend of controlling software availability through an intervening third party such as the Apple App Store.

A personal computer may be a desktop computer, a laptop, a tablet PC, or a handheld PC . The most common microprocessors in personal computers are x86-compatible CPUs. Software applications for personal computers include word processing, spreadsheets, databases, Web browsers and e-mail clients, games, and myriad personal productivity and special-purpose software applications. Modern personal computers often have connections to the Internet, allowing access to the World Wide Web and a wide range of other resources.

A PC may be used at home or in an office. Personal computers may be connected to a local area network (LAN), either by a cable or a wireless connection.

While early PC owners usually had to write their own programs to do anything useful with the machines, today's users have access to a wide range of commercial and non-commercial software, which is provided in ready-to-run or ready-to-compile form. Since the 1980s, Microsoft and Intel have dominated much of the personal computer market, first with MS-DOS and then with the Wintel platform.

1. Change the Document top and Bottom margins to 1.25”
2. Change the Header & Footer size to 0.7”
3. Select the heading PERSONAL COMPUTER and apply the style Heading 3
4. Select the first paragraph and change the font to **Book Antiqua** size to **12** and style to **Bold**
5. Add paragraph indent to the 2<sup>nd</sup> paragraph and line indent to the other paragraphs
6. Insert the text (**Microsoft Disk Operating System**) next to MS-DOS in last paragraph and the text (**also called a *palmtop***) next to handheld PC in 2<sup>nd</sup> paragraph.
7. Select the last paragraph and move it in between 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs and save.

8. Replace the text **PC** from 2<sup>nd</sup> paragraph with Personal Computer by using find and replace facility.
9. Select the entire document and apply 18pt as the paragraph spacing after a paragraph.
10. Add a clipart captioned as **Figure 1** to the bottom of the document.
11. Add your first name as a word art next to the clipart.

### 1.2. Create the following form letter. .

Save the form letter as FORMLET. Create a data source. The field names for the data source should be: Title, First Name, Last Name, Company, Address1, Address2, City, State, and Postal Code. Include the following records: (Name the data file EX1DATA) Merge to a new document.

Miss Hannah Hancock	Mrs. Sheila Sipes
Carle Clinic	Carle Hospital
204 W. University	100 W. University
Urbana, IL 61801	Urbana, IL 61801

Mr. Fred Sanders	Dr. Jerry Howe
10 E. Main	200 N. James
P.O. Box 100	Suite 100
Champaign, IL 61820	Champaign, IL 61821

«Title» «FirstName» «LastName»

«Company»

«Address1»

«Address2»

«City», «State» «PostalCode»

Dear «Title» «LastName»:

We have received your suggestion on how to improve our billing system. We really appreciate your input.

We are happy to inform you that we have implemented your suggestion and are very pleased with the results. It is customers like you that help keep our company a leader in the industry.

Please find enclosed a certificate for a free visit the next time you are at any of our facilities. Again, thank you.

Sincerely,  
John Jones  
President

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**1.3.Type the following and answer the questions:**

Copyright Aspex Software © 2000

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How to Draw:

Cuboid

Cylinder

Funnel

Cone



1. Center and underline the heading: “Copyright Aspex Software © 2000”
2. Change the colour of the heading to red
3. Change the font of the whole document to Tahoma, size 16.
4. Find the word: **cone** and replace it with **wedge**.
5. Change the colour of the text: *How to draw* to blue, and add a *shadow*.
6. Add bullets to the four words under: How to Draw:
7. Format these bullets to red stars.
8. Insert a Header and type: “Stirling Primary”
9. Insert the page number in the bottom right of this page.

#### 1.4. Formatting tables

1. Insert a table with 5 columns and 10 rows.
2. Merge the cells in the new first row and add the heading IT Courses.
3. Apply shading to the first row.
4. Type the below details.

IT Courses				
Course Title	Trainer	Date	No of Places	Cost
Dreamweaver	Ben Calder	6 June	12	125.00
Sharing Documents	Donna Haugh	15 June	12	75.00
Access Databases	Caroline Norris	20 June	8	100.00
Advanced Word Part 1	Sam MAssiah	7 July	12	95.00
More Dreamweaver	Geoff Gwilym	4 July	12	125.00
Advanced Access	Caroline Norris	6 July	8	150.00
Word Forms & Fields	Chris Brooker	19 July	12	75.00

5. Total the number of course places offered in the table, using the formula feature on the table menu.
6. Sort the table in alphabetical order by **Course Title**.
7. Use **Auto fit to Contents** to resize the column widths.
8. Add a new row to the end of the table.

Advanced Word Part 2	Chris Brooker	19 July	12	75.00
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9. Apply the design to the table

**2. Create the following Questions using excel application****(30 Marks)**

2.1.Create the worksheet given below and answer the questions

1. Format the database using the following guidelines.
  - a. Set the font type to “Arial” and font size to 12 of the database.
  - b. Bold, Italic and Center the column Headings of the database.
  - c. Left align the Index No. and Name fields. Right align all the other fields.

<b>Index No</b>	<b>Name</b>	<b>Basic Salary</b>	<b>Allowance</b>	<b>EPF Deduction</b>	<b>Net Salary</b>
A001	Yamuna	8000	500		
A002	Nadini	10000	800		
A003	Nadeesha	8000	600		
A004	Kamal	9000	200		
A005	Nalaka	8500	500		
A006	Sumith	9000	700		
A007	Chamith	10000	900		
A008	Pathum	15000	650		
A009	Channa	19500	820		
A010	Nilmini	8750	900		
A011	Manel	7500	200		

2. Calculate the EPF deduction by using the following formula  

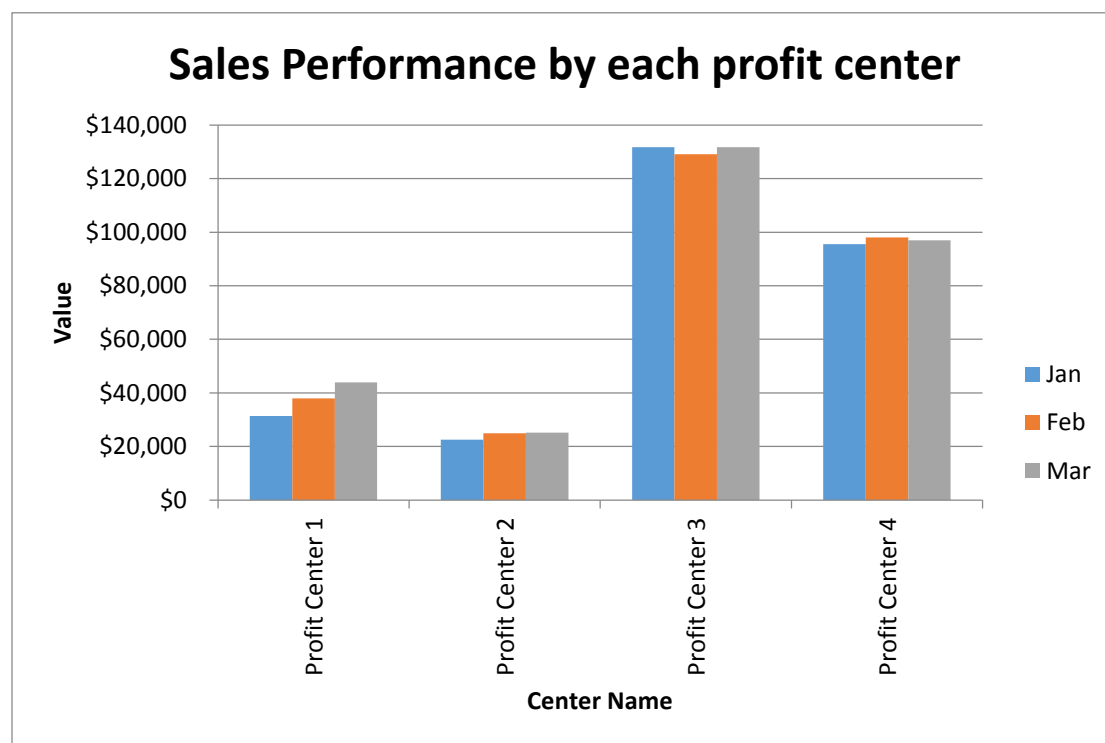
$$\text{EPF deduction} = \text{Basic Salary} * 15\%$$
3. Calculate the Net Salary.
4. Open the new worksheet and type the column name as Net Salary
5. Copy the Net Salary amounts by using Paste Special Function.
6. Format the values as currencies into two decimal places.

2.2. Produce this worksheet and calculate the total

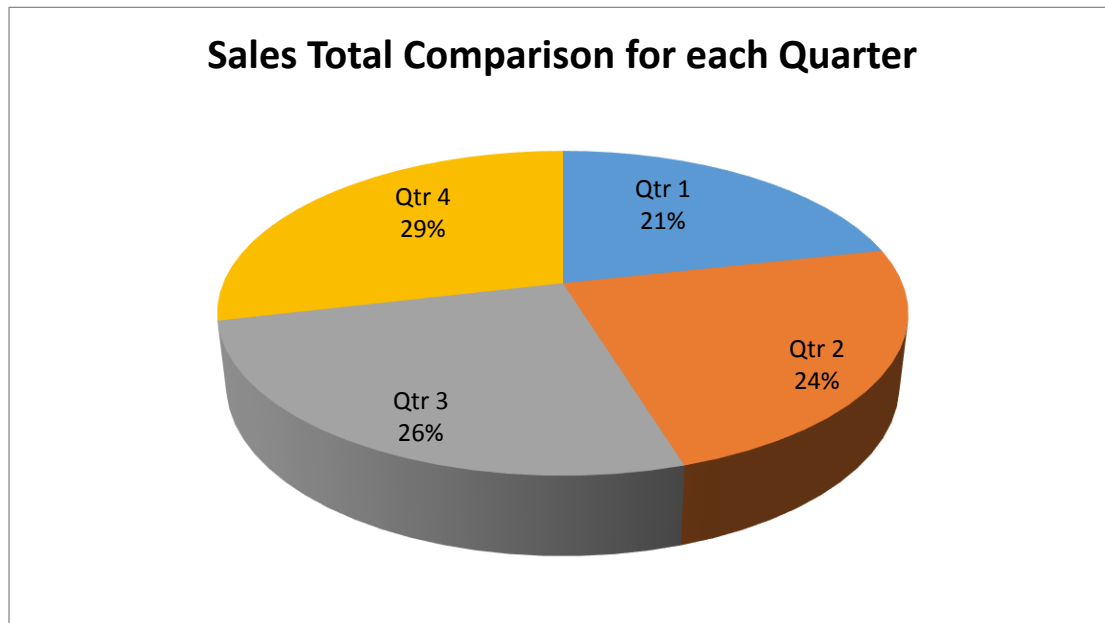
Sales	Jan	Feb	Mar	Qtr1
Profit Center 1	\$31,336	\$37,954	\$43,879	\$113,169
Profit Center 2	\$22,572	\$24,888	\$25,167	\$72,627
Profit Center 3	\$131,685	\$129,044	\$131,723	\$392,452
Profit Center 4	\$95,473	\$98,008	\$96,986	\$290,467
<b>Total Sales</b>	<b>\$281,066</b>	<b>\$289,894</b>	<b>\$297,755</b>	<b>\$868,715</b>

Sales	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Profit Center 1	\$113,169	\$124,486	\$136,934	\$150,628
Profit Center 2	\$72,627	\$79,890	\$87,879	\$96,567
Profit Center 3	\$392,452	\$431,697	\$474,867	\$522,354
Profit Center 4	\$290,467	\$319,514	\$351,465	\$386,612
<b>Total Sales</b>	<b>\$868,715</b>	<b>\$955,587</b>	<b>\$1,051,145</b>	<b>\$1,156,161</b>

1. Draw a Column chart, which shows the Sales Performance of each Profit \Center for the months of January, February & March separately.



2. Draw a Pie chart which shows the comparison of Total Sales in each Quarter





**3. Create your own presentation for career guidance and E-PD-P subject with maximum 20 slides**

**It include-Transition ,Animation Action buttons**

**(20 Marks)**