Diploma in ICT & Computing

Unit 03 - End User Applications

Practical Examination Paper

Time   :2 Hours

Instructions to Invigilators,

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

Task 1

Create the following using MS Word 2013 (25 Marks)

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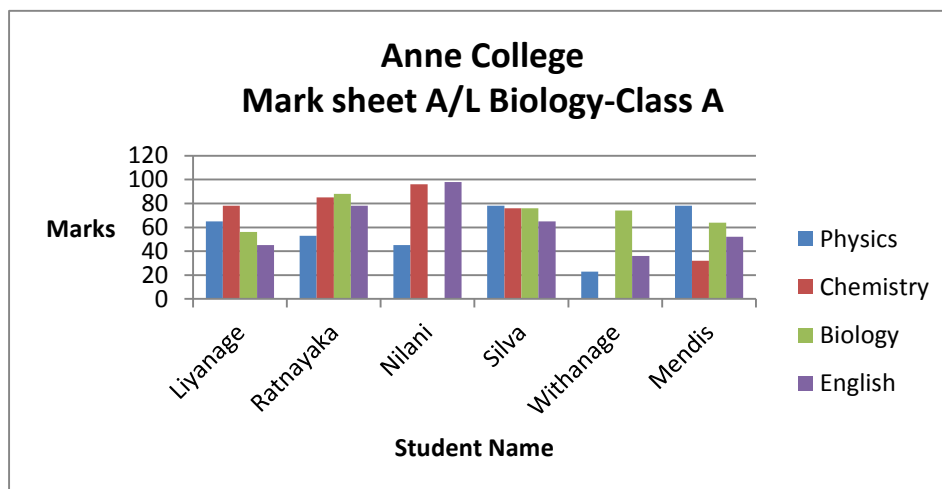**Task 2**   **(25 Marks)**

You are supposed to create a spreadsheet using MS Excel 2013, by following the instructions given below.

Anne College

Mark Sheet for A/L Biology-Class A

Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
1001	Liyanage	65	78	56	45			
1002	Ratnayake	53	85	88	78			
1003	Nilani	45	96	ab	98			
1004	Silva	78	76	76	65			
1005	Withanage	23	ab	74	36			
1006	Mendis	78	32	64	52			

1. Insert a title "Anne College" and a sub title "Mark sheet for A/L Biology - Class "A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.
2. The relevant formula to calculate the total marks & average mark.
3. Calculate the rank using logical if function
   i. If(average>75,rank is "A".
   ii. If(average>50, rank is "B".
   iii. Otherwise rank is "F".
4. Use conditional formatting to change the color of the cells of which the average mark is more than 60, in to *green*.
5. Draw the following chart using the following table.

Task 3 (25 Marks)

1. Create a database as **"Books details"**.
2. Create a table as "**Books".**

Field Name	Type	Field size	Constraints
ID	Number		Primary Key
Title	Text	50 characters	
Description	Text	30 characters	
Category	Number		
No of copies	Number		

3. Add following records to the "**Books**" table

ID	Title	Description	Category	No of copies
1	Word	Hard cover	2	2
2	Computers	Hard .cover	4	2
3	Access	Paperback	2	2
4	Art	Hard cover	1	1
5	Science	Paperback	3	1

4. Create another table called "**Book Copies**" with the following fields.

Field Name	Type
ID	Number
Book _ID	Number
ISBN	Number
Version	Number

5. Insert following records to the "**Book Copies**" table.

ID	Book ID	ISBN	Version
1	1	1234	1
2	1	1235	2
3	2	1236	1
4	2	1237	3
5	3	1238	2

6. Create a relationship between the 2 tables.
7. Create the forms and reports for the 2 tables (using wizard).
8. Write a query called "**Query Book category**" to display all books which belongs to Category "2".

Task 4 **(25 Marks)**

1. Create the following using Ms PowerPoint 2013(Additional marks will be awarded for proper usage of animation ,silde transitions and action buttons.)