For Examiner's Use Only	
Q1	
Q2	
Q3	
Total	

| No of Questions: 03 |
| No of Pages: 03 |

CPM No.	
Login No.	
Computer No.	
ITRC Lab No.	

University of Sri Jayewardenepura

Faculty of Management Studies and Commerce

227

Management Common Programme

End Semester Examination – Year I, Semester I (June 2023)

ITC 1370: Information Technology for Business (Practical)

Time allowed: One and a half (1.5) hours.

Key instructions:

- This question paper has three (03) questions. The first question is on Word Processing Applications and the other two (02) questions are on Spreadsheet Applications. Answer all questions.
- This paper cannot be taken out of the examination hall.
- Read the questions carefully before answering.
- Supplementary data files are made available to you on the Exam Home (Z Drive) of the computer provided to you in your examination.
- You need to save all your work on the Exam Home (Z Drive) of the computer provided to you in your examination.

Question 01

Format "Q1.docx" document using Microsoft Word and following the instructions given below so that the final formatted document will look exactly similar to the content, formatting, and the setup of "Q1 Final Document.pdf" document.

Note: Both of the above two documents and all the other required supplementary files are available in "Exam Home (Z Drive)".

General instructions to be followed.

	Page1	Page2	Page3
Page Orientation	Portrait	Landscape	Portrait
Header	No header	Earth Day Celebration 2024 EARTH DAY	
Footer	No footer	100+ Ways to Heal the Planet	
Page Margin	1 inch for all		1.2 inches Left and rest 1 inch

Additional information and instructions:

1. All paragraphs in the document should be justified.
2. Insert the company logo (Logo.png), which is available in z drive, to the first pages which available in Z drive.
3. Page 01 title "Invitation" - Font size 28, Bold and Center aligned.
4. Insert a border to the invitation.
5. Page 02 title "Earth Day Celebration and Conference Agenda" - Font size 22, Bold and Center aligned.
6. Page 02 text should appear in two columns with a line between the two columns and 2nd column should start with "Conference."
7. You are required to fill the page one information fields specified within "<" and ">" marks by merging the data available in the "Data.xlsx" file.
8. Save the completed source file as "*Q1.docx*".
9. Create individual letters and save it with your CPM number (such as *CPM#####.docx*)

(Total 15 Marks)

Question 02

Sugath is the owner of TechEx.lk who sells mobile accessories online. The sales details of TechEx.lk for the first quarter of 2023, are given in the "*Q2.xlsx*" file. TechEx.lk charges a tax for customers based on the category of the product. Tax rates are given in the "Tax Details" table. Sugath is looking for your advice to get a few decisions based on the given data. You are required to perform the following calculations in "Q2.xlsx" file by using the Functions or Formulas in MS Excel.

Note: Marks will be allocated only for using the most suitable Function or Formula.

1. Calculate the Total sales value (in column G).
2. Calculate the Tax values (in column H) by referring to "Tax Details" table (Use Lookup Functions).
3. Calculate the Discount values (in column I) based on the following criteria.

Total Sales Value (LKR)	Discount Rate
Above 150,000	10%
Between 75,000 and 150,000	5%
Below 75,000	2%

4. Calculate the Final sales value (in column J) after applying the tax and the discount.
5. Calculate the total number of 'Wireless Chargers' sold (in cell "F21").
6. Highlight the lowest 5 sales values after the discount in blue color.
7. TechEx.lk is going to invest in a special project with an initial investment of LKR 400,000. Expected cash inflows for the next 3 years are LKR 100,000, LKR 132,000 and LKR 330,000 respectively. The rate of return for this project is 15% p.a. You are required to calculate the Net Present Value of this project (in cell "E32").

(Total 15 Marks)

Question 03

Flexigo is one of the leading apparel companies in Sri Lanka. They have more than 750 employees working in their organization.

"*Q3.xlsx*" shows an extract taken from the employee salary particulars and data are available in three worksheets named "Dataset 01", "Dataset 02", and "Dataset 03". You are required to complete the worksheet by following the instructions given below.

1. Use the *"Dataset 01"* worksheet and calculate the average gross salary for each designation and the grand average gross salary.

2. Using the *"Dataset 02"* worksheet, filter female employees whose gross salary is not exceeding Rs.20,000.00 and who work as Office Assistants. Your criteria and the result should be displayed in the highlighted areas of the sheet. (Note: You have to specify the correct criteria. No marks will be awarded if the criteria aren't specified.)

3. Using the "*Dataset 03*" worksheet, display the following information in separate pivot charts.

   a. Total net salary of the employees working in each department.

   b. Total number of employees working in each department.

   c. Create a dashboard in a separate sheet (Rename this sheet as *"Dashboard"*) using the pivot charts you inserted in above (a) and (b) and control all your charts by using a slicer where you can filter them based on gender.

(Total 10 Marks)

--End of question paper--