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| nctlogosmall | **NIZWA COLLEGE OF TECHNOLOGY**  **INFORMATION TECHNOLOGY DEPARTMENT** | **SET B** |
| **Final Examination**  **Semester 1, 2019 - 20**  **ITAD1100 – Advanced IT Skills**  **Date:** Wednesday, 18-December-2019 **Time:** 09:00 AM – 11:00 AM | | |

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| Max Marks | **55** | Time Allocation | **2** hours |

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| Student ID |  | Student Name |  |
| Section |  | Level | Diploma |

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| Instructions to the Students |
| * Read the questions carefully before you answer. * All questions are compulsory. * Use appropriate functions to answer the questions. * Save your work after answering each activity. * The total number of pages is 4 including the cover page. |

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| **User Name** |  | **Password** |  |

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| **Question Type** | **Total Marks** | **Marks Obtained** |
| **Section A ( Cyber Security ) Online** | **20** |  |
| **Section B (Advanced Spreadsheets)** | **35** |  |
| **Total Marks** | **55** |  |

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| Marked By | Checked/Re-marked by |
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Version 1.0

**SECTION A (20 Marks)**

(Cyber Security - Objective Type Questions)

Log into moodle, click the **Final Exam (**Objective Type Questions) link and answer all the questions. Submit and Close.

**SECTION B (35 Marks)**

(Advance Spreadsheet)

Open **Staff.xlsx** work file from exam login Z: drive and do the following:

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| **S. No.** | | **Question** | **Marks** |
| Open the worksheet **Numerical** | | | |
| 1 | | In **cell F4,** generate a **random** number from the numbers **15**, **25**, **35**, **45** | 1 |
| 2 | | In **cell F6**, **round** downthe number given in **cell** **H6** to one decimal place**.** | 1 |
| 3 | | In **cell F8, round** the number given in **cell** **H8** to its multiple of **9.** | 1 |
| 4 | | In **cell** **F10**, find the **remainder**, when the number given in **cell H10** is divided by **7**. | 1 |
| 5 | | In **cell F12**, find the sum of **surface area** and **volume of a Cone** using the **power()** and **pi()** functions**,** where the value of **r** is **2 cm** andthevalueof **h** is **7 cm.**  ***[ Sum of total surface area and volume of a cone = πr(r+h) + πr2 ]*** | 2 |
| 6 | | In **cell** **F14,** find the value of , where the value of **n** = **5** and **r = 4.** | 2 |
| 7 | | In **cell** **K7**, display the **absolute** value of the number given in **cell** **J7**. Replicate the formula to the **cell range K8:K10.** | 1 |
| 8 | | In **cell** **F16,** find the solutionof the equation using the square root function, where the value of **x** is **4**.  Save the worksheet **Numerical.** | 2 |
| Open the worksheet **Summary** | | | |
| 9 | | In **cell D15**, display the **Name** of the staff who has got **Maximum** **Net Salary**. | 2 |
| 10 | | In **cell** **H25,** display the **Location** of the **Department ID** given in **cell** **H23** by using **HLOOKUP**. | 1 |
| 11 | | In **cell D19**, display **today’s** **date** and **time**. | 1 |
| 12 | | In **cell D21**, display (2019,11,14) in date format. | 1 |
| 13 | | In **cell D23**, display the week number of the date in **cell D21**. | 1 |
| 14 | | In **cell D25**, display the minute of the time in **cell D19**.  Save the worksheet **Summary**. | 1 |
| Open the worksheet **Calculations** | | | |
| 15 | In **cell** **F5**, round up the given number in **cell** **E5** to its nearest **odd** number. Replicate the formula to the cell range **F6:F8**. | | 1 |
| 16 | In **cell** **H12**, display only the **decimal** **part** of the number given in **cell** **G12**. | | 1 |
| 17 | In **cell** **D12**, find the **Logarithm** of the number given in the **cell** **C12** to the base 2. | | 1 |
| 18 | In **cell** **F21**, remove both **extra** **space** and **special** **symbols** from the text given in **cell** **E21**. | | 1 |
| 19 | In **cell** **G15**, find the **Least Common Multiplier** of **Number 1**, **Number 2** and **Number 3**. Replicate the formula to the **cell** **range** **G16:G17**.  Save the worksheet **Calculations.** | | 1 |
| Open the worksheet **Staff** | | | |
| 20  Semester 1, AY 2019-20 ITAD1100 – Advanced IT Skills Page 3 of 4 | | In **cell J16, count** the number of staff getting **Travel Allowance**. | 1 |

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| 21 | In **cell J6,** find whether the staff’s visa is renewed or not.  **Criteria:** If **Age** is **less than 60,** Display **“Yes”,** otherwise **“No”.** Replicate the formula in cell range **J7:J13**. | 1 |
| 22 | In **cell J18,** find the median of **House Rent**. | 1 |
| 23 | In **cell J20**, find the **sum** of all **Accountants** **House** **Rent.** | 1 |
| 24 | In **cell range K6:K13,** find whether **Telephone Allowance** is received or not.  **Criteria:** Ifthe **Net Salary** is **less than or equal to 1000 AND Designation** is **Programmer** then**,** Display **“Received”,** otherwise **“Not received”.** | 1 |
| 25 | In **Cell L6,** find the **Rank** based on the following conditions.  (i) 900< Net Salary <=1000 then give **Rank** “**A1**”  (ii) 800< Net Salary <= 900 then give **Rank** “**A2**”  (iii) 700< Net Salary <=800 then give **Rank** “**A3**”  (iv) Net Salary <=700 then give **Rank** “**A4**”  Replicate the formula in **Cell Range L7:L13**. | 2 |
| 26 | In **cell range M6:M13,** find the **Employment Status**.  **Criteria:** If **Department** is **Accounts OR Service** is **less than 10** then**,** Display **“Confirmed”,** otherwise **“Pending”.** | 1 |
| 27 | In **cell** **J22**, find the number of **IT** staff whose **Rank** is **A1.** | 1 |
| 28 | In **cell** **J24**, find the **Sum** of **House Rents** ofall **Managers** from **the Sales** Department. | 1 |
| 29 | In **cell** **J26**, find the **Sum** of all **Basic Salary** rounded to its nearest integer. | 1 |
| 30 | In **cell** **range** **G6:G13**, highlight the cells that contain **House Rent** greater than **275** with **light** **red** fill.  Save the worksheet **Staff**. | 1 |

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