SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Information Technology

1st Year, First Semester Examination – 2018

HNDIT1101 - Personal Computer Applications

Marking Scheme

Question 01 [25 Total Marks]

i) Computer software can be divided into two categories. What are they?

1. **System Software**
2. **Application Software**

(02 Marks)

ii) State four benefits of office productivity tools

- **Save time & resources**
- **Professional quality documents**
- **Data storage and manipulation**
- **Make everyday task more efficient**
- **Cross application integration**

  Any acceptable answer

(1*4=04 Marks)

iii) Explain the uses of the following Keyboard Shortcuts in Windows

a.	Ctrl + Z	**Undo**
b.	Ctrl + A	**Select All**
c.	Ctrl + B	**Bold**
d.	Alt + H	**Go to home tab**

(1*4=04 Marks)

iv) Give Keyboard Shortcuts for the following tasks in Windows.

a.	Close the currently opened document	**Ctrl + w**
b.	Increase the font size by 1-point	**Ctrl + [**
c.	Moving one word to the left at a time	**Ctrl + left arrow**
d.	Magnifying	**Win + + (plus mark)**
e.	Print the current page or document	**Ctrl + P**

(1*5=05 Marks)

v) Briefly explain the following tools with an example application.

a. Word Processing

Word processor is a software application that used for composing, editing, formatting and printing documents.

Ex:- Microsoft word, Google docs, Pages(Apple), AbiWord

b. Spreadsheet

A spreadsheet is simply a table or matrix of rows and columns, very similar to an accounting journal.

Ex:- MS Excel, Calc (openoffice), Number(Apple), Sheets(Google docs)

c. Presentation software

A presentation software is specifically designed to allow users to create a presentation.

Ex:- MS PowerPoint, Prezi, keynote(Apple), Impress (Open office)

d. Database Management Systems

A software system that enables users to define, create and maintain the database and which provides controlled access to the database

Ex:- MS Access, SQL server, Oracal, My SQL

2.5 x4 =10 Marks

Question 02

   i) Give two advantages of a word processor.   (02 Marks)

   - **Word processor enables you to make changes to a document without retyping the entire document.**
   - **Quick and easy**
   - **Stored electronically**
   - **Any other acceptable answer**
     1 x 2=2 Marks

   ii) Explain the following terms.

   - Thesaurus

     A word – finding program that suggests synonyms, antonyms and related and contrasting words

   - Footnote

     Footnotes are placed at the bottom of the page. They cite references or comment on a designated part of the text above it.

     2x2=04 Marks

   iii) What is a Chart in MS Word? State any four components of a chart.   (04 Marks)

     An excellent tool to present data in a worksheet in a visually appealing format which aids in analyzing and comparing data(2)

     Chart title

     Legend

     Axis title

Data table   (0.5*4=4)

Plot area

iv) What is Mail Merge? State three types of document that can be used in mail merge.

Mail merge is a process to create personalized letters or emails. (2 Marks)
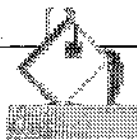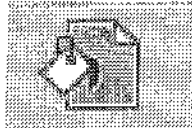
Letters

Labels

Envelop

Email   **(any 1x3=03 Marks)**

v) Identify the following icons and state function of each icon in MS Word.

	Shading	Change the color behind the selected text, paragraph or table cell.
	Style	Create a style based on the formatting of the selected text.
	Page color	Choose a color for the background of the page
	Drop Cap	Create a large capital letter at the beginning of a paragraph
	Comment	Add a note about this part of the document Add a comment about the specific section
	1x5=5 Marks	1x5=5 Marks

Question 03   **[25 Total Marks]**

i) Give two advantages of computer based presentation.

Easy preparation of Slides

Animation

Multimedia Features can be embedded.

Easy navigation

Any other acceptable answer   1x2=2 Marks

ii) Describe following terms

    a. Rehearse timings

       The amount of time you spend on each slide is recorded and you can save those timings.

    b. Transition

       Slide transistion are the effects that occur when you move from one slide to the next during a presentation.

    2x2=04Marks

iii) Briefly describe any two Master Views.

- **Slide Master**

  Change the design and the layout of the master slide. Control overall formatting and object placement for the presentation

- **Handout Master**

  Change the design and the layout of printed handouts

- **Notes Master**

  Let you alter the appearance of the notes pages.

  2x2=04Marks

iv) State five features of an effective presentation.

- **Make your 1st or 2nd slide an outline of your presentation.**
- **Use 1-2 slides per minute of your presentation**

- Write in point form, not complete sentences
- Do not use distracting animation
- Use at least an 18-point font

- Use different size fonts for main points and secondary points
- Use a colour of font that contrasts sharply with the background
- Use backgrounds which are light
- Any other acceptable answer

  1x5=05Marks

v) Briefly describe five presentation views.

- **Normal view**

  can work on one slide at a time or organize the structure of all the slides.

- **Outline view**

  Use to enter your text ideas in an outline form

- **Slide sorter view**

  This view lets you see several slides at once, and allows you select, reorganize, or change attributes of multiple slides.

- **Slide show view**

  Use to play the slide show and press "Ese" to stop the play

- **Notes Page**

  See how your presentation will look when printed out with notes. Each page will contain one slide and its speaker notes, which you can edit in this view.

- **Reading view**

  Play your slide show in the PowerPoint window to see animations and transitions without switching to a full-screen slide show.

  2x5= 10 Marks

Question 04   **[25 Total Marks]**

i) What is a cell address?

A cell is identified by specifying its cell address which is the co-ordinate of the intersection of a column and row. (it is formed by combining the corresponding column letter and the row number.)
(02 Marks)

ii) Briefly describe the two types of cell address in Excel.

- **Relative Cell Addressing**

When the formula is copied to a different location, cell address in that formula changes relative to the movement of the formula.

- **Absolute cell addressing**

When the formula is copied these cell address do not change.
2x2=04 Marks

iii) Describe the following Error Values

a. ##### :- **Produces a result that is too long to fit in the cell**

b. #Div/0! :- **Is trying to divide by zero**

c. #Num! :- **Use a number incorrectly**

d. #N/A :- **Refers to a value that is not available**

(04 Marks)

iv) Write down the formula or function for the following operations based on the spread sheet which is given below.

Employee ID	Employee Name	Designation	Service (Years)	Basic Salary	Allowance	Gross Salary	E.P.F 10%	Net Salary
			Employee Salary Details 2018					
E001	Kamal	DBA	5	LKR 45,000.00				
E002	Sunil	SE	2	LKR 35,000.00				
E003	Kanthi	SE	1	LKR 35,000.00				
E004	Madhushan	SSE	3	LKR 38,000.00				
E005	Shanika	BA	2	LKR 32,000.00				
E006	Amali	QA	2	LKR 32,000.00				
E007	Kalpani	QA	1	LKR 32,000.00				
E008	Shantha	SE	4	LKR 35,000.00				
E009	Sanath	PM	6	LKR 47,000.00				
E010	Gihan	Architect	10	LKR 50,000.00				

a. To convert an Employee Name in capital letters.

   =UPPER(B3)   **(01 Marks)**

b. To calculate the Allowance according to the service years.

   If service years >= 10 then allowance is 20000

   If service years >= 5 then allowance is 15000

   If service years >= 2 then allowance is 5000

   Else 3000

   =IF(D3>=10, 20000, IF(D3>=5,15000, IF(D3>=2,5000,3000)))   **(03 Marks)**

c. To calculate the E.P.F which is 10% of the Basic Salary.

   =(E3*10)/100   **(02 Marks)**

d. Gross Salary equals to the sum of Basic Salary and Allowance. How do you get the Gross Salary using Excel function?

   =SUM(E3,F3)   **(01 Marks)**

e. To get the Net Salary by deducting E.P.F from the gross salary.

   =G3-H3   **(01 Marks)**

f. Get the number of employees whose Net Salary is greater than 45000.

   =COUNTIF(I3:I12, ">=45000")   **(02 Marks)**

g. To get average of the Net salary which is greater than 45000.

   =AVERAGEIF(I3:I12, ">45000",I3:I12)   **(02 Marks)**

h. To calculate the sum of the Net Salaries of SE.

=SUMIF(C3:C12,"SE",I3:I12)   (03 Marks)

Question 05

[25 Total Marks]

i) Define the term Lookup Wizard

It appears as one of data type. Used for fields which have restricted list of possible values.

(02 Marks)

ii) Briefly describe the purpose of using input mask

Governs what a user is allowed to enter in as input in a text box.

Controls what you can enter in a form field.

(02 Marks)

iii) Briefly explain the following objects in Access

    a. Query

An object that provide a custom view of data from one or more tables. Queries are a way of searching for and compiling data from one or more tables.

    b. Form

Designed for entering modifying and viewing records. Easy way to guide people toward entering data correctly.

    c. Report

Designed for formatting, calculating, printing and summarizing selected data.

    2x3=06 Marks

iv) Part of a restaurant database has been shown here. Answer the question based on following two tables.

User				
UserID	**UserName**	**Gender**	**Phone**	**DateOfBirth**
1	Sarath	M	0714527894	10/22/1985
2	Susila	F	0762317693	4/7/1970
3	Shantha	M	0718273459	3/5/1980
4	Kamal	M	0786756452	7/4/1970
5	Menik	F	0782314563	5/6/1982
6	Sunil	M	0112565435	12/5/1975

Order				
OrderId	**OrderDate**	**OrderStatus**	**SubTotal**	**Id_User**
1	6/25/2018	True	$12,568.00	3
2	6/25/2018	True	$25,240.00	2
3	6/27/2018	True	$500.00	6
4	6/28/2018	True	$875.00	6
5	6/29/2018	False	$4,500.00	5
6	6/29/2018	True	$500.00	2
7	6/29/2018	False	$45.00	4
8	6/30/2018	True	$35,570.00	1
9	7/1/2018	True	$789.00	1
10	7/2/2018	False	$13,870.00	6

a. Identify the primary key of each table.

  User Table:- UserID

  Order Table:- OrderId   **(02 Marks)**

b. Identify a foreign key from the above tables.

  Id_User in Order Table (01 Marks)

c. Write suitable data type for the each column in Order Table.

OrderId	**OrderDate**	**OrderStatus**	**SubTotal**	**Id_User**
AutoNumber/ Number	**Date/Time**	**Yes/No**	**Currency**	**Number**

  1x5=05 Marks

d. Write the following queries by using query design view

a. Select OrderID where the OrderStatus is false.   (02 Marks)

Field:	OrderId	OrderStatus
Table:	Order	Order
Sort:	Ascending	
Show:	☑	☐
Criteria:		False
or:		

b. Select UserName and the Phone number whose

    OrderStatus is false   (02 Marks)

Field:	UserName	Phone	OrderStatus
Table:	User	User	Order
Sort:			
Show:	☑	☑	☐
Criteria:			False
or:			

c. Select UserID, UserName and SubTotal of each order where

    SubTotal is greater than $1000.00 in ascending

    order of UserID.   (03 Marks)

Field:	UserID	UserName	SubTotal
Table:	User	User	Order
Sort:	Ascending		
Show:	☑	☑	☑
Criteria:			>1000