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
First Year, First Semester Examination – 2017
HNDIT 1101 – Personal Computer Application

Instructions for Candidates:	No. of questions : 05
Answer four (04) questions only	No. of pages : 05
All questions carry equal marks	Time : 02 hours

Answer Script

Question .01

i). What is office productivity application? Give three examples for that.(1+3=04 marks)

Office Productivity Application is a programs that help users produce things such as documents, databases, graphs, worksheets and presentations.

Google Apps for Business. ...
LibreOffice Productivity Suite. ...
OpenOffice. ...
Microsoft Office. ...
WordPerfect Office X5. ...
Zoho. ...
Quickoffice & OfficeSuite Pro5. ...
PlusOffice Free 3.0.

ii). Describe four types of office productivity tools with examples (2*4=08 marks)

Word Processing
Microsoft Word, Google Docs, Pages – Apple, AbiWord

Spread Sheet
Microsoft Excel, Calc – Openoffice, Numbers – Apple, Sheets – Google docs

Presentation

Microsoft PowerPoint, Prezi, Keynote – Apple, Impress – Open Office

Database Management

MS Access, SQL Server, Orecal, My SQL

iii). "In today's world, people have shifted from paid softwares to open source softwares" describe three (03) importance of that.   (2*3=06 marks)

- Don't want to pay it can freely download and use
- You can install it on as many machines as you like
- You can give a copy to your friends
- You can download it to your computer without having to give up any personal information
- You can run it on any platform

iv). Give four features of an effective official presentation.   (04 marks)

- Use the slide master feature to create a consistent and simple design template.
- Simplify and limit the number of words on each screen.
- Limit punctuation and avoid putting words in all capital letters.
- Use contrasting colors for text and background. Light text on a dark background is best.
- Overuse of special effects such as animation and sounds may make your presentation "cutesy" and could negatively impact your credibility.

v). Give 3 reasons why office productivity tools are useful for office environment.

(03 marks)

1. Microsoft word is a word processer and a component of the Microsoft Office software system. You can spend more time writing and less time formatting. Putting together documents has never been easier. It's used to create, view, edit, save and print documents. One of the most popular tools is the spell checker. Microsoft Word can spell check more than50 languages! Microsoft Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data. Excel is a very handy organizational tool and is the world's most used database. Microsoft Power Point is a presentation program. It can be made into slide shows, and photo albums with music or

narrations. It can be used to create great presentations for the business world, the classroom, or just for your own personal use.

Best application which has replaced the Paper and saved environmental degradation. It has even reduced the time consumption. It has brought the creativity in the employees work environment. Any business requires calculations and MS Excel had made complicated calculations look very simple.

(Total 25 marks)

Question. 02

i). Explain the use of following commands / tool button in MS Word.   (03 marks)
   a) Change Case

   Change the selected text to lowercase, uppercase or other capitalization

   b) Format Painter

   To apply the same type of formatting you previously done

   c) Smart Art

   To apply more complex graphics such as Venn diagram, Organizational charts

ii). Match the short cut keys with the relevant action   (05 marks)

Short cut key	Action
i. Ctrl + E	a. Underline Text
ii. F7	b. Search a text you want to find and replace
iii. Ctrl + h	c. Spelling and grammar checking in your document
iv. Ctrl + Y	d. Center Align your text
v. Ctrl + u	e. Redo your changes

i) d
ii) c
iii) b
iv) e
v) a

iii). Briefly explain the followings   (2*4=08 marks)
   a. Header/footer
      We can insert some unique text or images to every page in word document

HNDIT - IT 1101 Personal Computer Application 2017

b. Shapes
Using shapes we can draw drawings

c. Water mark
If we want to show identity of document we can put water mark in to our word document

d. Mail merge
If we want to send one document in to several people we can use mail merge

iv). Give three types of document we can create using Mail Merge.   (03 marks)
Letters
Emails
Envelopes
Labels
directory

v). Briefly explain the three views in MS Word.   (2*3=06 marks)
- Read mode – To read a document. Best view to read a document instead of writing
- Print Layout mode – To view your document will look when it's printed
- Web Layout mode – To view how you document display like a web page.
- Outline mode – To see your document as a bulleted point. Useful for creating headings and moving whole paragraph within a document.
- Draft mode – Switch your view to see just the text in your document. Useful view for quick editing.

(Total 25 marks)

Question 03

i). Briefly explain the usage of following functions in MS Excel using one example.
   a. =Upper()
   b. =CountA ()
   c. =Sumifs ()

(2*3=06 marks)

a) =Upper() – Convert the text string in the cell to all Capital letters.

Ex – Upper(A1)

b) =CountA() – Counts a number of cells in the range that are not empty

Ex – CountA (A1:A10)

c) =Sumifs() – Adds the cells specified by a given conditions or criterias.
Ex – Sumifs(D1:D10,A1:A10,">50",B1:B10,"Nimesha")

ii). "Charts are useful feature in MS Excel" explain. Give three chart types in Excel.
(2+3=05 marks)

Charts are useful as they are an excellent tool to present data in a worksheet in a visually appealing format which aids in analyzing and comparing data. Three chart types available in Excel are:
i. Pie Chart – It shows the proportional size of data that make up a data series and is useful when we want to emphasize a significant element.
ii. Column Chart – A column chart shows data changes over a period of time or illustrates comparisons among items.
iii. Bar Chart – It illustrates comparisons among individual items. Categories are organized vertically, values horizontally to focus on comparing values and to place less emphasis on time

iii). Write a formula for the following operation based on the following spreadsheet given below.

	A	B	C	D	E	F	G
1	Employee No	Employee Name	Departement	Basic Salary	Sales	Commission	Net Salary
2	Emp_01	Roshan	Markerting	$45,000.00	$20,000.00		
3	Emp_02	Neesha	Sales	$30,000.00	$10,500.00		
4	Emp_03	Nelum	IT	$32,000.00	$15,000.00		
5	Emp_04	Shayon	Markerting	$46,000.00	$23,000.00		
6	Emp_05	Kenuli	Production	$38,500.00	$11,000.00		
7	Emp_06	Madushan	IT	$42,300.00	$12,500.00		
8	Emp_07	Amali	Sales	$32,650.00	$10,200.00		
9	Emp_08	Narayan	Production	$40,000.00	$10,000.00		
10	Emp_09	Kalani	Markerting	$37,500.00	$13,000.00		
11	Emp_10	Senara	IT	$45,200.00	$24,500.00		
12							

a. What are the excel feature used for format cells A1,B1,G1 and columns D,E
(02 marks)

Cell A1, B1, G1 – Wrap text
Column D and E – Home -> Number -> Format cell -> Currency (Decimal Places -2, Symbol - $)

b. Calculate the commission according to the below rate in column F (04 marks)
Sales   Commission

```
<10000                    no Commission
>=10000                   1000
>=15000                   1500
>=20000                   2000
>=25000                   2500
=IF(E3>=25000,"2500",IF(E3>=20000,"2000",IF(E3>=15000,"1500",IF(E3>=10
000,"1000","no commission"))))
```

    c. Calculate the Net Salary and display them in column G.   (02 marks)
       =D2+F2 copy the formula using fill handler

    d. Display the total no of Employees working in the "IT" department in cell C12
    e. =COUNTIF(C2:C11,"IT")   (02 marks)

iv).   Briefly Explain the importance of following features in Excel   (04 marks)

Sorting

As you add more content to a worksheet, organizing this information becomes especially important. You can quickly **reorganize** a worksheet by **sorting** your data. For example, you could organize a list of contact information by last name. Content can be sorted alphabetically, numerically, and in many other ways.

Filtering

The excel feature "filter" is a very important feature as it saves time & reduces workload by many times especially for those who use excel all day. It is used every day mainly for analysis work. Filters are used to find all records matching a certain criteria at one place. There are different types of filter in Excel such as number filter, text filter, begins with, ends with, contains, display top10 etc....

                                                 (Total 25 marks)

Question 04

i).   Identify the elements (A -> F) of following Power Point window.   (06 marks)
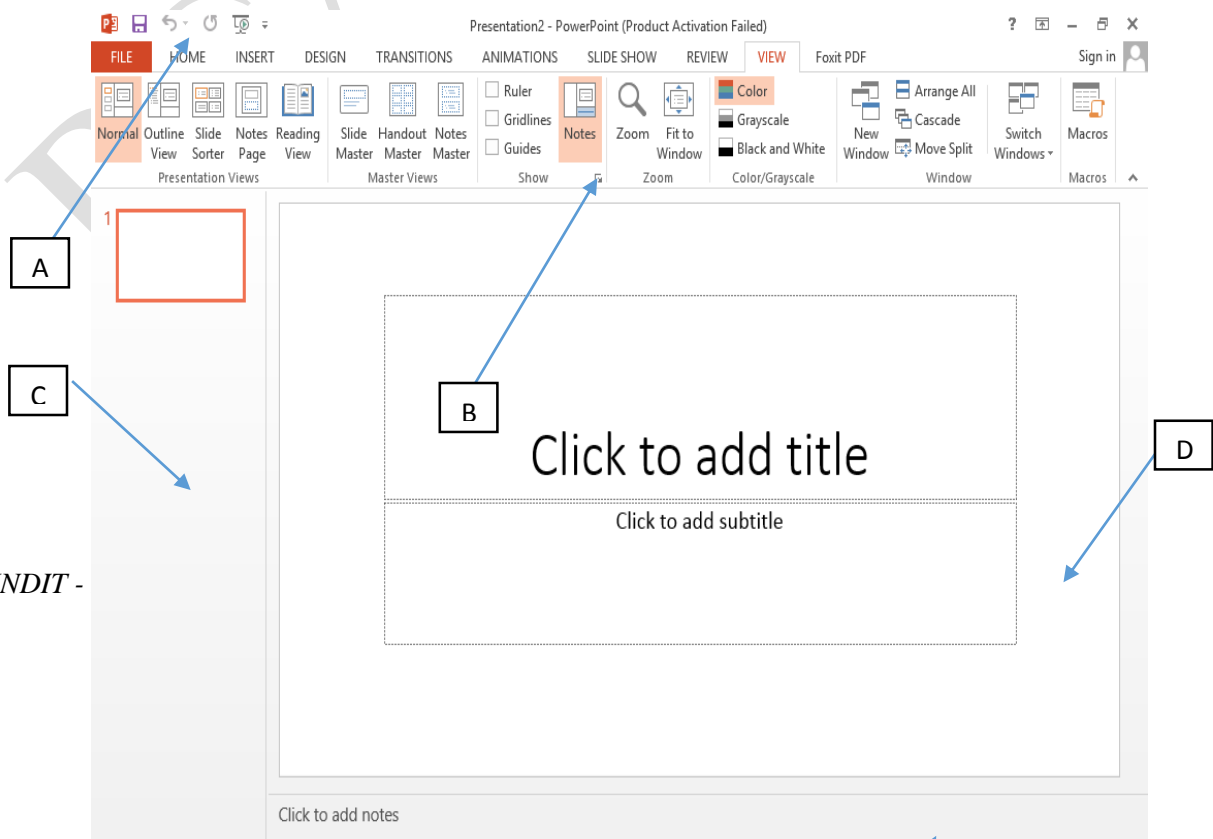
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A – Quick Access Toolbar
B – Dialog Box Launcher
C – Outline Pane
D – Slide Pane
E – Note Pane
F - Status Bar

ii).
   a. Differentiate the Animation and Transition effect in power point   (02 marks)
   Animation refers to special sound and visual effects that can be added to text or other
   objects to make them appear as dynamic rather than static images.
   Transition on the other hand refers to special effects that can be added on the entrance of
   a slide during a slide show. Each slide can have only a single transition effect but
   multiple animation effects as each object on the slide can have different effects.

   b. Which view can be used to insert and test these animation and transition effects?
                                                                                  (02 marks)
   The Slide view can be used to insert and test the Animation effects
   The Slide view and the Slide Sorter View can be used to insert and test the Transition
      effects.

3. Give keyboard short cuts to do the following tasks   (05 marks)

   a. Ctrl + N
   b. Ctrl + P
   c. F5
   d. W
   e. Ctrl + A

4. Briefly explain the followings related to the power point

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a. Slide Master

When you want all your slides to contain the same fonts and images (such as logos), you can make those changes in one place—the Slide Master, and they'll be applied to all your slides. When you edit the slide master, all slides that follow that master will contain those changes.

b. Slide Sorter View

Slide Sorter view displays all the slides in your presentation in horizontally sequenced, thumbnails.

c. Animation Painter

In Microsoft PowerPoint, you can quickly and easily copy animations from one   object to another using the Animation Painter.

d. Rehearse time

use the Slide Timing feature to record the time that you need to present each slide, and then use the recorded times to advance the slides automatically when you give your presentation to your actual audience. The Slide Timing feature is ideal for creating a self-running presentation.

(2*5=10 marks)

Question 05

i).   What is Data Base Management System? Give 3 examples for that. (2+3=05 marks)
        A database management system (DBMS) is a computer software application that interacts
        with the user, other applications, and the database itself to capture and analyze data. A
        general-purpose DBMS is designed to allow the definition, creation, querying, update,
        and administration of databases.
        MS Access, My SQL, SQL Server, Oracle

ii).   Give four advantages of a database system compare with file processing system.

(04 marks)

- Redundancy is controlled.
- Unauthorized access is restricted.
- Providing multiple user interfaces.
- Enforcing integrity constraints.
- Providing backup and recovery

iii).   Briefly explain the importance of lookup wizard and input mask in database

(2+2=04 marks)

1. Lookup Wizard

The Lookup Wizard entry in the Data Type column in the Design view is not actually a data type. When you choose this entry, a wizard starts to help you define either a simple or complex lookup field.

A simple lookup field uses the contents of another table or a value list to validate the contents of a single value per row. A complex lookup field allows you to store multiple values of the same data type in each row.

Stu_No	Name	Tel No	Gender	DOB	Age	C_No
CS/12/02	Samna	(033) 226 786 5	Male	Dec 22 1990	21	C001
PS/12/01	Kamani	(021) 675 432 3	Female	Mar 08 1991	19	C002

Input Mask

To assist you in entering formatted data, Access 2010 allows you to define an input mask for Text, Number (except Replication ID), Date/Time, and Currency data types. You can use an input mask to do something as simple as forcing all letters entered to be uppercase or as complex as adding parentheses and hyphens to phone numbers.

iv).   Consider the following tables answer the questions

Student Table

Course Table

Course_no	Course_name	Departement
C001	Information Technology	Computer Science
C002	Mathematics	Physical Science

a.   Identify the data types of filed in above two tables   (1/2*10=05 marks)
b.   Mention two primary key for each table   (02 marks)
c.   Identify foreign key   (01 marks)

HNDIT - IT 1101 Personal Computer Application 2017

Table Name	Field Name	Data Type	Primary key	Foreign key(If available)
Student	Stu_No	Text	Stu_No	C_No
	Name	Text		
	Tel_No	Text		
	Gender	Lokup Wizard		
	DOB	Date Time		
	Age	Number		
	C_No	Text		
Course	Course_No	Text	Course_No	
	Course_Name	Text		
	Departement	Text		

v). Briefly explain the following
   a. Entity Integrity Constraint
      Entity Integrity: States that "Primary key cannot have NULL value"

   b. Referential Integrity Constraint   (04 marks)

Referential Integrity: States that "Foreign Key can be either a NULL value or should be Primary Key value of other relation