

**SOUTH EASTERN UNIVERSITY OF SRI LANKA**  
**FIRST EXAMINATION IN BACHELOR OF INFORMATION AND**  
**COMMUNICATION TECHNOLOGY - 2018/2019**  
**SEMESTER – I, AUGUST 2021**  
**CIS 11042 – Practical for Essential of ICT and PC Application**

**Answer all Questions**

**Time Allowed: 03 hours.**

**Instructions**

- i. Save the work for each part in a separate folder named with part number. Ex: Part A, Part B, Part C.
- ii. Name all the files with the respective question number Ex. Question 01, Question 02.
- iii. Create a separate PDF file for each file for all three parts.
- iv. Save all three folders inside a single folder (**ZIP folder**) named with your Index number. (You Should upload the single ZIP folder containing all the three folders inside)

**Part A:**

- 1) Create a letterhead for any company or institution that you prefer and insert the Watermark with that company name in the document. (10 Marks)

- ✓ The letter head should contain the following details.
- ✓ Left Upper Corner – The logo of the company or institution.
- ✓ Middle upper part – Name of the company or institution.
- ✓ Right Upper Corner – Contact Details

Note: You are allowed to use any dummy or existing name and details.

- 2) Department of Information and Communication Technology, Faculty of Technology, South Eastern University of Sri Lanka has formed a society named “Gaming Club” to encourage game development and game play among the department students. You are requested to design a display board and Logo by using Word Art, Shapes and Smart Art. (30 Marks)

The logo should include the following.

- ✓ Name of the society “Gaming Club”
- ✓ Short form of the department, faculty, and University as DICT, FT, SEUSL.

The display board should contain the following.

- ✓ Left Upper Corner – The logo.
  - ✓ Middle upper part – Name of the Society
  - ✓ Middle Lower part– Name of the department, Faculty and University.
  - ✓ Right Upper Corner – Contact Details (Use dummy details)
- 3) Imagine you are running a business. Design a business card using shapes, text and colours for your business including the details as follows. (10 Marks)
- ✓ Name of the business
  - ✓ Address of the business location
  - ✓ Contact Details including contact Number, Email address, and website address.

**[Total 50 marks]**

**Question 02:**

- 1) A company named “ABC” stores the salary details of employee as follows.

Emp.No	Salary (Rs)	Allowances
S1001	1600	300
S1002	2400	450
S1003	1850	200
S1004	1780	560
S1005	1700	460

- a) Insert a Column and label it as “Total salary” and find the Total salary of each employee.
- b) Add a new Column and label it as “Performance” and print “Good” when the total salary is greater than 2200 if not print as “Not good”.
- c) Add a new Column and label it as “Status” and print “Stable” if the salary is greater than 1800 OR the allowance is greater than 300 if not return as “Poor”.
- d) Draw a bar chart for the above table concerning employee Number Vs Salary
  - i. Add a title to the chart as “Salary of Employee”.
  - ii. Add a Legend to the chart as “Salary”.
  - iii. Add an X-axis labelled as “Employee” and Y-axis labelled as “Salary”.

2) Here given the score range and the rating of the books accordingly

Table 01

Score	Rating
0-20	Bored
21-40	Good
41-60	Best
61-80	Interested
80-100	Excellent

Table 02

Book id	Score	Rating
B001	88	
B002	76	
B003	45	
B004	23	
B005	93	

Copy the tables in the excel sheet and answer the questions below.

- Use the **VLOOKUP** function in excel to rate the books in the column **“Rating”** according to the reader’s scores based on Table 01.
- Insert another Column named **“Rank”** next to the Column **“Rating”** and print the rank of the book based on the score.

3) Using the **HLOOKUP** function, find the marks of the students in table-2 match with the result in table 1.

Table 01

Student Name	James	Kamal	Ravi	Ratha
Maths Marks	92	65	78	88
English Marks	85	75	92	86
History Marks	75	81	74	84
Science Marks	65	67	56	78

Table 02

Student Name	Maths Marks	History Marks	Science Marks
Kamal			
Ravi			

[Total 30 marks]

### Question 03:

- 1) Get an article about any flower from any website and create a presentation slide concerning the following criteria.

The presentation sides must contain,

Slide 01	A title slide containing the name of the flower,
Slide 02	Include an image of the chosen flower.
Slide 03	Include a description of the flower
Slide 04	Include another <b>image</b> of the chosen flower and insert the <b>caption</b> in the same slide.
Slide 04	Include another <b>two images</b> of the chosen flower with a caption.

- ✓ Every slide should contain a centred title.
- ✓ Slide numbers should be included in each slide except the title slide.
- ✓ Include today's date at the footer.
- ✓ You are allowed to use any design, font, colour.
- ✓ You can use any website for resources such as Wikipedia.

**[Total 20 marks]**

**\*\* END \*\***