

-077

SOUTH EASTERN UNIVERSITY OF SRI LANKA

FIRST EXAMINATION IN BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY - 2019/2020

SEMESTER - I, AUGUST 2022

CIS11042 - PRACTICAL FOR ESSENTIALS OF ICT AND PC APPLICATIONS

Answer all Questions.

Time: 03 hours.

- Create a folder on the desktop with your Index Number. (Eg. ICTxxx)
- All answer files and related materials should be saved in the folder created.
- All answer files should be named as per the instruction given in each question.
- Save your files frequently.

Question 01:

- a) You are requested to create an article titled "Life Time" using MS Word as given below according to the provided instructions. Save your document as Q01_a_<IndexNo>.docx

Life Time

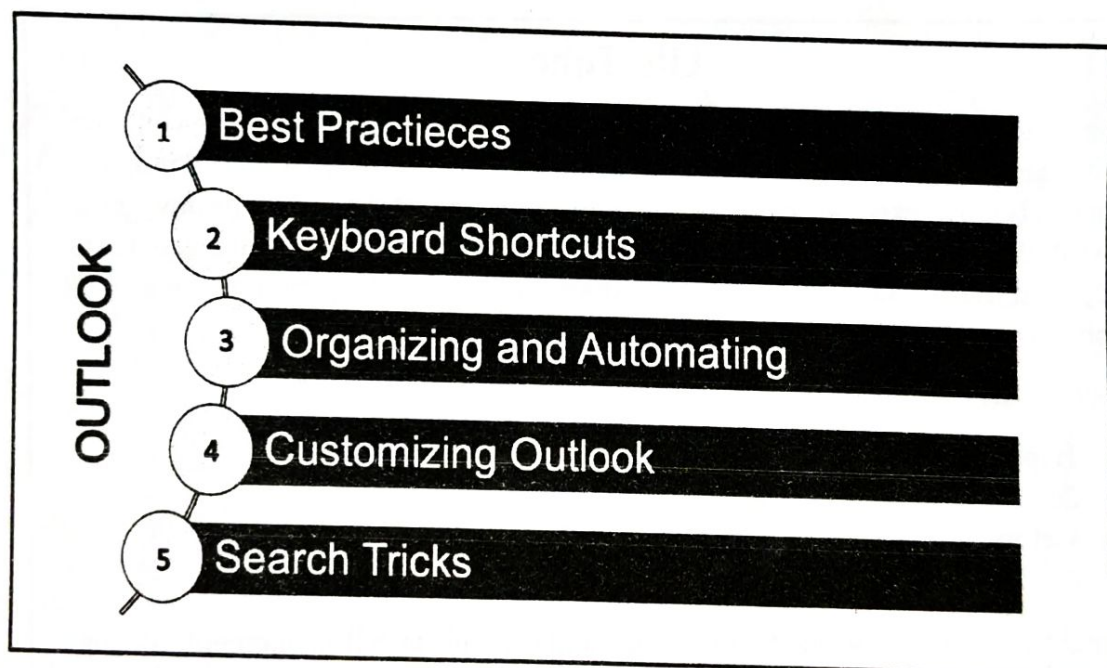
During the first part of your life, you only become aware of happiness once you have lost it. Then an age comes, a second one, in which you already know, at the moment when you begin to experience true happiness that you are, at the end of the day, going to lose it. When I met Belle, I understood that I had just entered this second age. I also understood that I hadn't reached the third age, in which anticipation of the loss of happiness prevents you from living.

Purpose of life

- Ⓐ Happiness
- Ⓑ Sorrow
- Ⓒ Victory
- Ⓓ Defeat

Day-night are the two sides of the coin. Similarly, life is full of moments of joy, pleasure, success and comfort punctuated by misery, defeat, failures and problems. There is no human being on Earth, strong, powerful, wise or rich, who has not experienced, struggled, suffered or failed. "Life" is beautiful but not always easy, it has problems, too, and the challenge lies in facing them with courage, letting the beauty of life act like a balm, which makes the pain bearable, during trying times, by providing hope.

- i. Page size - A4
 - ii. Alignment - Justified
 - iii. Margin
 - a. Top - 01inch
 - b. Bottom- 01inch
 - c. Left - 0.75 inch
 - d. Right - 0.75 inch
 - iv. Font style
 - a. Title: Font size -18pt, font colour - Green, Font family – Britannic Bold, Centre- aligned
 - b. Content: Font size - 12pt, font colour - Purple, Font family - Georgia, Line space - 1.15
 - v. Assign a bulleted list for **purpose of life** and customize the bullet style of the list as same as given.
 - vi. Create a hyperlink for the double-quoted word "**Life**" to the URL www.lifetime.com
- b) Create the following illustration using the knowledge of Smart Art and text box in MS Word, and save your document as **Q01_b_<IndexNo>.docx**



- i. Font Family - Arial,
- ii. Font size - 20
- iii. Change colour to *Colourful Range - Accent Colours 4 to 5*

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- c) You have been instructed to prepare a letter using MS Word to request the students to collect their certificates from their respective faculties.

Academic Division,
University of ABC
20.06.2022

Dear <Title> <Last Name>,

This letter informs you that <Title> <First Name> <Last Name> has been completed the <Degree Title> with effective from <Effective Date>. Therefore, we request you to collect your degree certificate from the respective faculties.

We please inform the students who got their temporary certificate they need to submit their temporary certificate. Moreover, the students who still have not submitted the record book and university identity card, need to submit their documents on or before 30.06.2022.

Thank you.

- i. Create the above letter template and save it as **Q01_c_<IndexNo>.docx** to prepare a **mail merge** document.
- ii. Create a **recipient list** with the following information using MS Excel and save it as **Q01_c_list_<IndexNo>.xlsx**

Title	First Name	Last Name	Degree Title	Effective Date
Ms	Renuka	Perera	Bachelor of ICT	12.03.2022
Mr	Ravi	Sankar	Bachelor of Science	18.04.2021
Ms	Fathima	Meeza	Bachelor of Science	12.09.2022
Mr	Sundeeep	Silva	Bachelor of Arts	11.05.2022

- iii. Replace the placeholders of **Title**, **First Name**, **Last Name**, **Degree Title** and **Effective Date** with the appropriate fields of the prepared recipient list in the process of **mail merge** operation.
- iv. Complete the mail merge process and save your **output letters in a single document** with the name **Q01_c_out_<IndexNo>.docx**

[Total 30 marks]

Question 02: (Use MS Excel to answer all the sub parts of Question 02)

- a) An invoice for a bulk purchase of books from 'ABC Book Shop' is given below. Prepare an excel sheet with the following invoice data and save it as **Q02_a_<IndexNo>.xlsx**. Fill out the blank cells in the invoice using the appropriate equations.

	A	B	C	D
1	INVOICE			
2	ABC Book Shop			
3	Book Name	Price per unit	Number of units	Price for the Item
4	Don Quixote	120	5	
5	Lord of the Rings	250	7	
6	Harry Potter	230	6	
7	Then There Were None	170	9	
8			Total Price	

- b) The earned marks of the students in each subject are given below. Create an excel sheet with these data and save it as **Q02_b_<IndexNo>.xlsx**.

	A	B	C	D	E	F
1	Student id	Subject 01	Subject 02	Subject 03	Subject 04	Subject 05
2	S001	97	88	89	57	67
3	S002	67	78	78	67	87
4	S003	89	67	98	87	67
5	S004	67	66	46	67	58
6	S005	55	88	78	56	45
7						

- Add a new Column next to **Subject 05** and label it as **Total** to calculate the Total marks of each student. Fill the **Total** column using a suitable excel formula.
- Add a new Column next to the **Total** and label it as **Average** to calculate the average marks of each student using a suitable excel formula.
- Highlight the marks of each student which is **greater than 75** with the **Green fill and dark Green text** using conditional formatting.
- Insert another column **at the end** of the table and label it as **Grade**. Calculate the grade for the students using the following criteria.

Average marks of the student	Grade
above 75	A
75 >= average > 65	B
65 >= average > 55	C
Less than or equal to 65	D

Textbox
 Font Normal
 Numbers

- c) A survey has been conducted among university students to **rank** and **categorize** the popularity of four (04) books. The **average rating** of those books based on the survey is given in the following table.

	A	B	C	D
1	Book Name	Average Rating	Rank	Category
2	Don Quixote	12		
3	Lord of the Rings	8		
4	Harry Potter	26		
5	Then There Were None	44		

- Create an excel sheet to tabulate the data as above and save it as **Q02_c_<IndexNo>.xlsx**.
- Create an excel formula to **Rank** the books according to their **Average Rating**.
- Using **VLOOKUP** function, identify the book category according to their **Average Rating** based on the following criteria.

Average rating	Category
0-9	Worse
10-19	Better
20-39	Best
Above 40	Excellent

[Total 50 marks]

Question 03:

You are requested to create a **presentation** to explain the "Income Revenue of Company ABC". Prepare a presentation with three (03) slides using MS PowerPoint by considering the given instructions. Save your presentation as **Q03_<IndexNo>.pptx**

- 1st slide:** Title slide layout
 - Apply the MS office theme **Facet** with green colour and apply it to all the slides.
 - Add the title as **Income Revenue of Company ABC**
 - Font family - Calibri Light (Headings)
 - Font size - 60pt
 - Font colour - Dark Blue
 - Centre-aligned, bold, text shadowed
 - Add your **Index number** and **Registration number** as the subtitle.

b) **2nd slide:** Title and Content Layout

- i. Add the title as **Income Revenue Analysis**
 - a. Font family - Arial, Bolded
 - b. Font size - 32pt
- ii. Create the following table
 - a. Table style **Medium Style 2 - Accent 2** with Header row and Banded rows

Year	Income	Revenue	Profit/lost
2019	12000\$	2000\$	Profit
2020	16880\$	880\$	Lost
2021	23000\$	2500\$	Lost
2022	15000\$	5000\$	Profit

- iii. Add **Wedge** animation to the table:

c) **3rd slide:** Title and Content Layout.

- i. Add the title as **Where is income tax shown?** With,
 - a. Font Family - Trebuchet
 - b. Font Size - not less than 24pt
 - c. Font colour - Dark Green
- ii. Add the following text in the content area.

When the provision is made (after ascertaining tax liability) for taxation against tax liability, the entry will be: In short, the same will appear **on the debit side of the Profit and Loss Account** and also will be shown as a current liability

Company finance depends on

- Marginal cost
- Income
- Asset of the company

- a. Font Family - Trebuchet
- b. Font Size - 18pt
- c. Font Colour - Dark Green
- d. Add **Random Bars** animation to the **bulleted list**.

- d) Add **Split** transition for all the slides of the presentation.

[Total 20 marks]

***** END *****