SOUTH EASTERN UNIVERSITY OF SRI LANKA

FIRST EXAMINATION IN BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY 2015/2016

SEMESTER – I, JULY 2017

CIS 11042 - PRACTICAL FOR ESSENTIALS OF ICT AND PC APPLICATIONS

Answer all Questions   **Time: 03 hours.**

- **Create a folder in the desktop with your registration number.**
  (Eg. SEU_IS_15_ICT_xxx)
- **All answered files should be saved with in the folder you created.**
- **All answer files should be named as the instruction given on each question.**
- **Save your files frequently.**

Question 01:

a) i. Create a letter using MS Word as given on **page number 02**. Save the letter with the name **letter** followed by your registration number.

   (Eg. SEU_IS_15_ICT_xxx _letter.docx)

   ii. Perform a spell check on that document.

   iii. Replace "**Your_Reg_no**" phrase with your own registration number at all places. Align your registration number on top of the letter to 'right' and change the font size to 16.

   iv. Insert a horizontal line under your registration number on top of the letter.

   v. Use this letter to perform a mail merge by using mail merge wizard.

   - Use current letter as the starting document.
   - Type new list of 3 recipients with the following fields. (use any suitable information)
     Title, First Name, Last Name, Company Name, Address, City, State, ZIP Code
   - Insert the fields in proper places of the letter.

   vi. Save merged letters in a single document with the name **merged** followed by your registration number. **(Eg. SEU_IS_15_ICT_xxx _merged.docx)**

(25 marks)

b) i. Create a template for a curriculum vitae as given on **page number 03**. Save the
   document with the name **cv** followed by your registration number.
   (Eg. SEU_IS_15_ICT_xxx _cv.docx)

   ii. Use table to format and use the image **"user_image.jpg"** given to you.

   iii. Font style – 'Times New Roman'.

   iv. Font size **12** except the first title line. (font size of title line is **16**)

   (15 marks)

   [Total 40 marks]

Your_Reg_no

[Title] [First Name] [Last Name]
[Company Name]
[Address]
[City], [State] [ZIP code]

June 29, 2017

Dear [Title] [Last Name],

I am writing to inquire about a position with your [Company Name] as an entry level
computer programer. I have just graduated from South Eastern University of Sri Lanka with
a Bachelor of Information and Communication Technology and I am very interested in
working for you.

I have a background in both Software Technologies as well as extensive experence with the
Computer networking. I feel that I am well qualified to join your staff.

I am eager to put my skills to work and would really apreciate it if you would call me to
arrange an interview at your convenience. I have enclosed a copy of my resume with this
letter. I am looking forward to hearing from you soon.
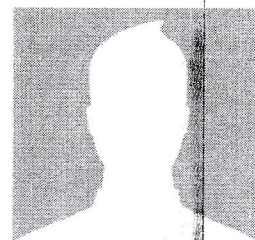
Sincerely,

. . . .
Your_Reg_no

CURRICULUM VITAE

Name with Initial:

E-Mail:

Mobile:

EDUCATIONAL QUALIFICATION

Higher Education:

- *Fill this with your details*

Secondary Education:

- *Fill this with your details*

EXTRA CURRICULAR ACTIVITIES

- *Fill this with your details*

PERSONAL PROFILE

Full name   :
Permanent Address   :
Gender   :
Date of birth   :
Civil status   :
Nationality   :
N.I.C. No.   :

I do hereby declare that above particulars, which I furnished, are true and correct to best of my knowledge.

Yours faithfully

……………….……..   Date: …………………..……
    Signature

Question 02:

	A	B	C	D	E	F
1	Student Name	Gender	Quiz [20]	Assignment [100]	Exam [50]	
2	Raji	F	19	74	39	
3	Seela	F	15	83	42	
4	Mary	F	13	32	28	
5	John	M	11	55	26	
6	Ravi	M	17	70	33	
7	Richard	M	8	50	23	
8	Ragel	M	20	85	43	
9	Adam	F	17	71	35	
10						

a) i. Create the above worksheet in Microsoft Excel and save your workbook with the name **marks** followed by your registration number.

(Eg. SEU_IS_15_ICT_xxx _marks.xlsx)

ii. Insert a new column between column D and column E, and name the column as **'Continuous'.**

iii. In cell E2, enter a formula to calculate the marks for **Continuous** from **Quiz** and **Assignment** marks. (Quiz will be weighted for 20% marks, Assignment will be weighted for 30% marks and **Continuous will be weighted for 50%** in the final marks)

$$\text{Hint: } Continious\ marks = Quiz\ marks + \frac{Assignment\ marks\ X\ 30}{100}$$

iv. Apply the formula by drag the cells from E3 to E9.

v. In cell G1, enter the text "**Final Marks**" as the column name.

vi. In cell G2, enter a formula to calculate the **Final Marks** by getting summation of **Continuous** and **Exam**.

vii. Sort the **Student Name** in alphabetical order.

viii. Insert a new row with the cell pointer at cell A1.

ix. Merge the cells from A1 to H1 and enter the text "**Student Mark Sheet**" in following format.

  • Bold, underline, align to 'center', font size 15 and the font style 'forte'

x. Name the column H (In cell H2) as "**Grade**".

xi. In the cell H3, enter a formula for grading the student according to the Final Marks.

  • The grading is as follows: '**A**'>=80, 80>'**B**'>=65, 65>'**C**'>=50, 50>'**F**'

xii. Create a pivot table in a **New Worksheet** for Gender wise analysis using the data.

(Since number of female (F) = number of male (M))

Hint: Use the Quiz, Assignment, Exam and Final Marks fields in values

[Total 35 marks]

Question 03:

You are requested to create a presentation to demonstrate about the "Income report" of **'MOL'** company. Prepare the first three slides of the presentation using MS PowerPoint by considering following requirements. Save your presentation with the name **report** followed by your registration number. (**Eg. SEU_IS_15_ICT_xxx _report.pptx**)

a) 1st slide: Title slide layout

    i. Background colour 'Yellow', Font colour 'Black'.

    ii. Company name "**MOL Company**" - align to 'centre', bold, text shadow, font style 'Harrington' and font size 60.

    iii. Presentation title **'Income Report - 2016'** below the title - align to 'centre', text shadow, font style 'Calibri' and font size 36.

    iv. Company logo should be at left top corner of the slide. (Size: 2.4" x 3")

       • Use the given logo **"My-own-logo.png"**.

(05 marks)

b) Slide master view format: (applicable for 2nd and 3rd slides (Title and content layout)).

    i. For **Title and content layout** - background colour 'Green'.

    ii. Logo should be at the right side upper corner of the slide. (Size: 1.44" x 1.8")

    iii. Title of the slide - align to 'left', bold, text shadow, font colour 'blue', font style 'Calibri' and font size 48.

(06 marks)

c) 2nd slide: Title and content layout

    i. Title of the slide "**Vision**".

    ii. Content "**To be the leading Company in Selling Products that contribute to the Economic growth and Enhancement of Sri Lanka's competitiveness**" within quotes - align to 'centre', font colour 'brown', font style 'Calibri' and font size 44.

<div align="right">(04 marks)</div>

d) 3rd slide:

    i. Title of the slide "**Data Demonstration**".

    ii. Display the given data in a **table** format at the centre of the slide. (Use Excel workbook **"Data for Question 3.xlsx"** given to you)

    iii. With an **On click** (animation),

- Table should be disappeared but a **suitable graph** for that data must be displayed on the same slide without time delay.
- And the data table should appear near by the graph in a smaller size.

<div align="right">(08 marks)</div>

e) Use suitable **transition effect** between the slide changes for **on click.**

<div align="right">(02 marks)</div>

<div align="right">**[Total 25 marks]**</div>