

SOUTH EASTERN UNIVERSITY OF SRI LANKA**FIRST EXAMINATION IN BACHELOR OF INFORMATION AND
COMMUNICATION TECHNOLOGY - 2016/2017****SEMESTER – I, SEPTEMBER 2018****CIS11042 – PRACTICAL FOR ESSENTIALS OF ICT AND PC APPLICATIONS****Answer all Questions.****Time: 03 hours**

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- Create a folder in the desktop with your index number.
(Eg. ICTxxx)
 - All answer files should be saved with in the folder you created.
 - All answer files should be named as the instructions given on each question.
 - Save your files frequently.
 - The resources for Question 01, and 03 are given inside the folder “Resource” on the Desktop.
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Question 01:

- a) You are requested to create a **newsletter** for SEU Cricket Tournament 2018 using MS Word. Prepare a newsletter as given **newsletter sample** in **page 3**, using the instructions given below. Save your document as **IndexNo_newsletter.docx**.
- i. Page size : B5 (JIS)
 - ii. Margin:
Top: 0.5”, Bottom: 0.5”, Left: 0.5” and Right: 0.5”
 - iii. Follow the instructions given beside the **newsletter sample** for **text formatting**.
 - iv. Use given image “cricketer.png” in the resource folder **Q1_resource**.
- b) Prepare an invitation using MS Word as given **invitation sample** in page 4. Save your document as **IndexNo_invitation.docx**.
- i. Page size: B5 (JIS)
 - ii. Margin:
Top: 0.5”, bottom: 0.5”, left: 0.5” and Right: 0.5”
 - iii. Follow the instructions given beside the **invitation sample** for text formatting.
 - iv. Use given image “cricketer.png” in the resource folder **Q1_resource**.
 - v. Adjust the picture to get **greyscale** and **resized** image.

- c) Take a **copy** of above **invitation** and save it as **IndexNo_invitation_merged.docx**. Use this file as the starting document to perform **mail merge** using mail merge wizard.
- i. Create a **recipient list** using the data given in the file “RecipientInfo.xlsx” inside the resource folder **Q1_resource**. Save the recipient list as **IndexNo_recipient.mdb**
 - ii. Replace the placeholders of **title, first name, last name, designation** and **department** with the appropriate fields of the recipient list respectively.
 - iii. Apply a **rule** using the field “**gender**” to insert different **dress code** for male and female participants according to followings.
 - i. Male participants: Cocktail with blue shirt
 - ii. Female participants: Saree in blue
 - iv. Complete the mail merge process and save your output invitations in a **single** document with the name **IndexNo_invitation_merged_out.docx**.

[Total 40 marks]

CRICKET CLUB

SOUTH EASTERN UNIVERSITY

SEU Premier League – 2018

SEU Cricket Club proudly presents SEU Premier League – 2018

10th of December 2018

FREE ENTRY!!!

Our first cricket week was stunning success with a variety of cricket being played at University Cricket Ground from a fixture against the faculty cricket clubs of the university to an unsurprisingly competitive inter-club meets.

Former Sri Lankan Cricket player Muttia Muralitharan presented the lunch and fundraising auction. A huge amount was for the club which will be used to improve the facilities for our members and players of the club in each faculty.

Make the second cricket week of South Eastern University Cricket Club successful!!!!



*Registrations open from
20th of November 2018*

Design By: ICTxxx

Berlin Sans FB
Demi
3pt
Bold
Dark Red Shadowe

Arial
20pt
Dark Red

Times New Roman
14pt.
Bold
Blue

Berlin Sans FB
Demi
28pt
White

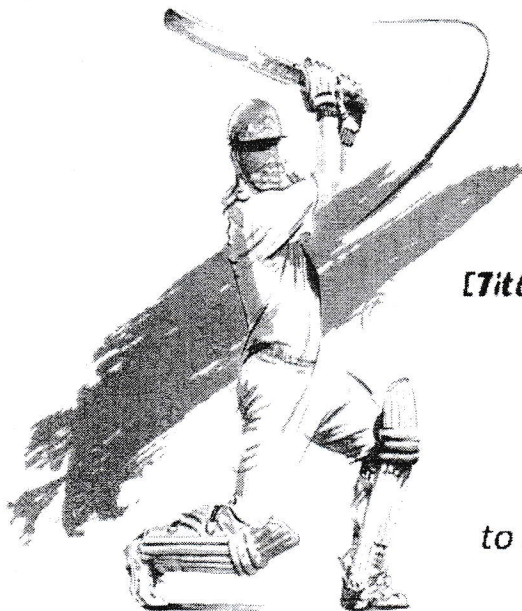
Times New Roman
16pt

Times New Roman
Bold Italic
18pt
Dark Red

Bazooka
16pt
Background (Intens
Effect, Green,
Accent 6)

Calibri
11pt
Bold

SEU Premier League 2018



This is to cordially invite

[Title] [First name] [Last name]

[Designation]

[Department]

to the

***Inaugural Ceremony of
SEU Premier League – 2018***

Date : 10th of December 2018
Time : 08.00 a.m.
Venue : University Cricket Ground
Dress code : [code]

Design By: ICTxxx

Bodoni MT Black
28pt
Dark Green
Shadowed

Calibri
18pt

Forte
16pt
Dark Red

Calibri
18pt

Times New Roman
22pt
Dark Blue

Calibri
16pt
Titles are bolded

Calibri
11pt
Bold

Question 02:

Following table contains **Sales Data** of WIX Company for the year 2018.

Sales Data – 2018										
ID	First Name	Jan	Feb	Mar	Apr	May	Jun	Total	Avg.	Rank
SM0100	Albertson	\$3,799	\$4,162	\$10,491	\$6,548	\$3,947	\$557			
SM0101	Carol	\$18,930	\$3,993	\$9,133	\$19,845	\$4,411	\$1,042			
SM0102	Altman	\$5,725	\$4,848	\$8,741	\$11,138	\$2,521	\$3,072			
SM0103	William	\$1,344	\$3,693	\$15,346	\$17,253	\$4,752	\$3,755			
SM0104	Michael	\$8,296	\$6,767	\$14,791	\$14,130	\$4,964	\$3,152			
SM0105	David	\$3,945	\$17,228	\$14,135	\$19,306	\$2,327	\$4,056			
SM0106	Harry	\$8,337	\$1,137	\$9,203	\$2,302	\$3,967	\$4,906			

- Create a worksheet with above **data table** using MS Excel and save your workbook as **IndexNo_sales.xlsx**.
- Find the **total** and **average sales** of each sales person in the appropriate columns using suitable excel functions.
- Add a column "**Last Name**" after the column "**First Name**" and insert the following names for sales persons from SM0100 to SM0106 respectively.
David, Carol, Michael, William, Zoey, Harry, Kathy
- Insert a column "**Full Name**" after the column "**Last Name**" and use an appropriate excel text function in the column "**Full Name**" to find **full name** of each sales person.
- Use an appropriate excel function to **rank** the sales persons (in descending order) based on their **total sales** and fill the column "**Rank**".
- Sort the sales data table in **ascending order** based on the calculated **rank**.
- Calculate the followings using appropriate **excel functions** and clearly show them **below the sales data table**.
 - Highest sale amount for a month.
 - Lowest average sales based by a person.
 - Number of sales persons in the table.

- h) Highlight the highest sales of each month in **Green fill with dark green text** by using conditional formatting.
- i) Extract the **name, total, average, and rank** of **SM0105** using **VLOOKUP** function and show them below the sales data table.
- j) Filter the data of the sale's person whose **first name** starts with '**A**' and **average sales** is **between** \$10,000 and \$20,000. Take a **screenshot** of the filtered output and **insert** the screenshot **beside** the Sales Data table in the **same worksheet**.
- k) Generate a **pivot table** in a new worksheet to analyze the **total sales** of each sales person.

[Total 40 marks]

Question 03:

Create a **new theme** for a presentation in MS PowerPoint using the following instructions.

- a) Create a blank presentation and save it as **IndexNo_computerSystems.pptx**
- b) Format the **Slide Master** in the slide master view as follows to apply the formatting to **all** slide layouts.
 - i. Choose **Style 11** as the background style.
 - ii. Insert a **rectangle** with the following formats.
 - Height: 7.25"
 - Width: 1.25"
 - Align to right-top
 - Shape style: Intense effect Blue, Accent 5
 - Shape fill: Blue, Accent 1, Darker 50%
 - iii. Place the "logo.png" (given in resource folder **Q3_resource**) on the **right top corner** with height 1.75" and width 1.6"
 - iv. Font: Candara, Color: white.
 - v. Title: Center alignment, Bold and Italic
- c) **Insert a layout** in the slide master view to create a **new layout** to insert pictures.
 - i. Insert six (06) **place holders for picture** with the same size in two (02) rows (three place holders in each row).
 - ii. Rename the layout as "Pictures".

d) Create **Slide 1**, **slide 2**, **slide 3** and **slide 4** of the presentation as the instructions given below.

i. Slide 1:

- Layout: Title Slide
- Title : Computer Systems
- Sub title: Department of Information and Communication Technology

ii. Slide 2:

- Layout: Title and Content
- Title: Definition
- Content:

“Computer system is defined as the combination of hardware, software, user and data”

-Wikipedia

- **Center align** the sentence “Computer system is” and **right align** the text “-Wikipedia”. Use font size of 40pt for all text.

iii. Slide 3:

- Layout: Title and Content
- Title: Major Components of a computer system
- Content:

Processor (CPU)

Runs program instructions

Main Memory

Storage for running programs and current data

Secondary Storage

Long-term program & data storage (hard disk, CD, etc.)

Input Devices

Communication from the user to the computer (e.g. keyboard, mouse)

Output Devices

Communication from the computer to the user (e.g. monitor, printer, speakers)

iv. Slide 4:

- i. Layout: Pictures (Created in (b))
- ii. Insert six (06) images into available picture place holders in the slide layout. (The images are given in the resource folder **Q3_resource**).
- iii. Insert **caption** for each picture using the **image names** as caption.

***** END *****