



Bachelor Information Technology (External) Degree

University of Moratuwa

ITE 1922 - ICT Applications

Practical Exam

Time: 1 hour and 30 minutes

January 2019

INSTRUCTIONS TO CANDIDATES:

This Examination is an **online** examination. You are permitted to access **only** the **online.codl.lk** during the period of the practical assignment and no other Internet site.

All questions are given on Moodle.

Login to Moodle using your User Name and Password.

Examination questions are given in section called **“Practical Exam”** at the beginning of the **ITE1922-18S2 Module**.

This Examination consists of two (02) sections.

SECTION 01

This question is from MS Word. Please note that you should submit your work on the Moodle. You are expected to spend **30 minutes** duration for this section. However, please note that this section is not timed by the system.

SECTION 02

This section consists of questions from MS Excel. Please note that there are two submissions for this section. You are expected to spend one **(01) hour** duration for this section. However, please note that this section is not timed by the system.

SECTION 01 (20 MARKS)

Section 1 Question 1

Download the files named “*news_information.txt*” and “*news_picture.jpg*” from Moodle.

1. Copy the details given in the “*news_information.txt*” file.
2. Save the file using your Registration No. as the name of the document. (01 mark)
3. Change the margins of the news article (01 mark)
Top: 1.5”, Bottom: 1”, Left: 1” and Right: 0.5”
4. Change the orientation to landscape. (01 mark)
5. Add a header on the top left side of the page as “ITE 1922 – Section 1” (01 mark)
6. Add the following to the title of the article:
 - 6.1 Change the font type of the main topic to *Calibri* and font size to 24 (02 marks)
 - 6.2 Center align the topic and highlight it in Gray-25 (02 marks)
 - 6.3 Give 12pt space after the topic (01 mark)
7. After the title, the content of the news article should be written in two columns layout. (04 marks)
8. Create a table as in “*news_picture.jpg*” and place it at a suitable place in the right column of the article. (01 mark)
 - 8.1 Add a suitable caption to the table. (01 mark)
 - 8.2 Add a header row (01 mark)
 - 8.3 Create banded columns (01 mark)
9. Change the line spacing of the paragraphs to *1.5 lines* (01 mark)
10. Justify the article’s content (excluding title) and change the font size to 11. (02 marks)

Upload your document incorporating all the above changes to Moodle Assignment Link
Section 1 Question 1

SECTION 02 (30 MARKS)

Section 2 Question 1

(15 Marks)

You must use files *Excel _MainQuestion.xlsx* and *Section 2 Question 1(word document)* to answer this question.

1. Download the file *Excel_ Main Question.xlsx* and save it as *Your Registration Number.xlsx*. You must save all your work in that file (*Your Registration Number.xlsx*.)
 2. Using the given information answer the questions given in the MS Word document *Section 2 Question 1.docx*. You must save all your work in the file (you downloaded and renamed) *Your Registration Number.xlsx*.
 3. Upload your file to the Moodle Assignment Link *Section 2 Question 1*.
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Section 2 Question 2

(15 Marks)

The "*PivotTables.xlsx*" which can be downloaded from Moodle Assignment Link *Section 2 Question 2* shows the amount of sales orders made by different salespersons from regions of Colombo during year 2018.

Download "*PivotTables.xlsx*" from the Moodle Assignment Link *Section 2 Question 2* and answer the following questions.

1. Insert a pivot table in a new worksheet showing the total sales orders done by each salesperson. Format the number as *Currency* (Rs.) and show *zero* decimal place.
(03 marks)
2. Insert a pivot chart (**3-D chart**) to display the sum of sales orders done for each salesperson.
(03 marks)
3. Insert a pivot table in a new worksheet to show the total sales done in each month by region. Format the number as *Currency* and show zero decimal places.
(04 marks)
4. Insert Slicers to analyze sales orders made by *salesperson and region*.
(03 marks)
5. Using a new pivot table, count the number of orders handle in each month.
(02 marks)

You must upload the file to the Moodle Assignment Link *Section 2 Question 2*.