



EASTERN UNIVERSITY, SRI LANKA
FIRST EXAMINATION IN SCIENCE – 2005/2006 & 2006/2007
FIRST SEMESTER (Aug./Sep. – 2007)
CC 152 – Introduction to Application Software

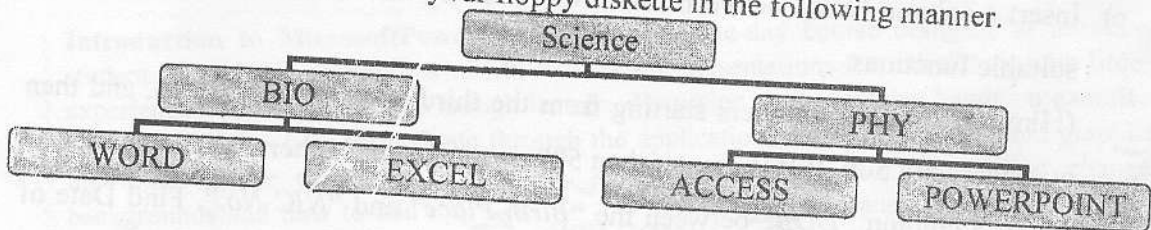
(Proper/Repeat)

Answer all questions

Time Allowed: 03 Hours

Q1)

- i) Format your diskette and label it with your "Index Number".
- ii) Create folders in your floppy diskette in the following manner.



- iii) Copy two text files from the hard disk to the folder "Science" in your floppy diskette. (Each file must be less than 40KB.)
- iv) Rename the two copied files as "MyCopy.cpp" & "MyCopy.lib".
- v) Create a picture (you must use square, oval and different colors) using the paint and save it as "A:\Science\PHY\MyPicture.jpg".
- vi) Compress/Zip the file "A:\Science\PHY\MyPicture.jpg" and save it as "A:\Science\BIO\MyPicture.zip".
- vii) Hide the file "A:\Science\MyCopy.cpp".
- viii) Make the file "A:\Science\MyCopy.lib" as read only mode.
- ix) Open the "Notepad" and write the steps to implement the following, and save it as "A:\Science\Steps.txt".
 - Install new fonts to a computer.
 - Change the currency value as "US\$".
 - Remove a program from your computer.

Q2) Type the following in an Excel work sheet and save it as "A:\Science\BIO\EXCEL\Q2.xls".

Full Name	ID	Salary	Birth Place	NIC No	Bonus	Net Salary
Mr.Raja Rahavan	D101	Rs.15,000	Colombo	753500881V		
Miss.Kamala Mahendran	D102	Rs.10,000	Vavuniya	736758092v		
Miss.shangee Rithik	D103	Rs.25,000	Batticaloa	796150258V		
Mr.Kajendran Visuva	D104	Rs.18,000	Colombo	704150448V		
Mr.Ravi Vinayakam	D105	Rs.17,000	Vavuniya	683160590V		
Mrs.Kumari Kalyan	D106	Rs.21,000	Batticaloa	657400658V		

- Make the column "Full Name" wide enough to show all the text.
- Insert a column "Name with Initials" between "Full Name" and "ID". Fill it like "Mr.R.Rahavan" by using suitable functions.
- Insert a column "Sex" between "NIC No" and "Bonus" and fill the column using suitable functions.
(Hint: take 3 digit numbers starting from the third position in NIC No. and then compare with 500. If it is greater than 500 then "Female" otherwise "Male".)
- Insert a column "DOB" between the "Birth Place" and "NIC No.". Find Date of Birth (DOB) using suitable functions. Fill it like "Friday, August 08, 1980" for every one from the "NIC No".
- Fill the column "Bonus" according to the following table:

Salary	Bonus
Less than Rs.10,000	10% of Salary
Rs.10,000 to Rs.14,999	12% of Salary
Rs.15,000 to Rs.20000	15% of Salary
greater than Rs.20000	18% of Salary

- Calculate "Net Salary", where "Net Salary = Salary + Bonus".
- Display the details of all females whose Birth place is "Batticaloa".
- Create the column chart ID Vs Salary & Bonus.

Q3) Create the following document using Microsoft word 2003 and save it as "A:\Science\BIO\WORD\Q3.doc".

Why "Learn Microsoft Office"?

MICROSOFT WORD FOR WINDOWS

A Document Processing Program As a word processor, Microsoft Word for Windows allows you to type and print letters, reports, or forms with greater ease and speed than most other word processing programs. Word is also a powerful office tool that is capable of doing more than just typing, spelling, and editing.

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Introduction to Microsoft PowerPoint 2000 is a one-day course designed to introduce the student to the basic capabilities of MS PowerPoint presentations for individuals with little to no experience with PowerPoint. Through lecture, discussion, and extensive hands-on exercises, the student will learn how to navigate through the application, create new slides, add graphics, use the slide master to format backgrounds and how to add presentation. You will learn increase your understanding package. Through lecture, hands-on exercises, the navigate through the application, create new slides, add graphics, use the slide master to format your presentation, change your backgrounds and how to add transitions & effects to your presentation. You will learn the basic components to increase your understanding of this powerful presentation package.

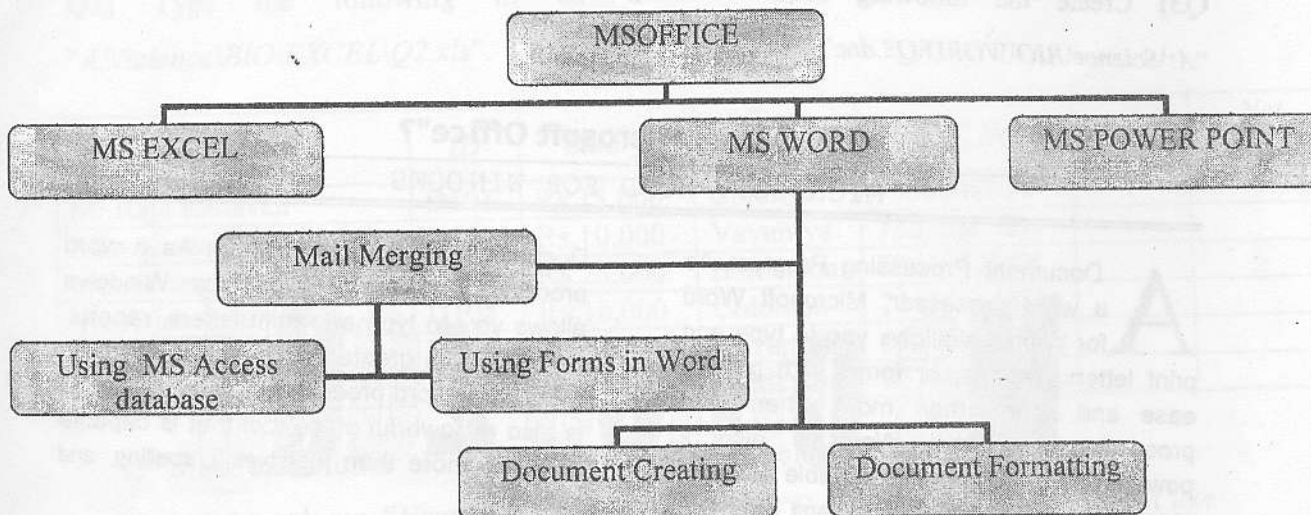


<u>Item No</u>	<u>Name</u>	<u>Price</u>	<u>Discount</u>
PC002336	Monitor	SLR12000.00	12%
PC22	Hard Drive	SLR6500.00	8%
PC850	RAM	SLR3200.00	9%

Customer Data

<u>Name</u>	<u>Product ID</u>	<u>payment</u>	<u>Location</u>
Suresh.....	BX103	3500.00	Colombo
Ramesh.....	BC1	12900.00	Galle
Robert.....	BEC52000	23.00	Kandy





3 star Hotels	Availability	Charge	Foreign	Local
Hilton	Available	10000.00		Single
Mahawali Village	Not Available	11800.00		Single
		17000.00 (Single) 27000.00 (Double)	Not Available	Not Available
Global Rest		91500.00	Double	Single
Hilltop	Available	11000.00	Single	

Introduction to Micro soft Power Point 2000 is a one-day course designed to introduce the student to the basic capabilities

of MS Power Point presentations for individuals with little to no experience with PowerPoint. Through lecture, discussion, and extensive hands-on

exercises, the student will learn how to navigate through the application, create new slides, add graphics, use the slide master to format your presentation, change your backgrounds and

how to add transitions & effects to your presentation. You will learn the basic components to increase your understanding of this powerful presentation package.

Q4) Create a database called "University", with the following table and save it as "A:\Science\PHY\ACCESS\University.dbm".

Table Name: Students

Fields:

- Student Registration number (Primary key)
- Student Name
- Annual Income (Annual Family Income)
- Faculty
- Academic Year
- Financial help Type



Note:

Faculty field can contain Science, Arts, Commerce and Agriculture only.

Academic Year field can contain 97/98, 98/99, 99/00, 00/01, and so on.

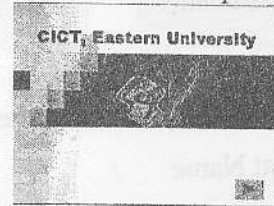
Financial help Type field can contain 'M' for Mahapola, 'B' for Bursary, and 'N' for nothing.

- a) Create the "Students" table using the suitable field types.
- b) Design a form to "Students" table and enter 10 meaning full records to it.
- c) Create queries for the following:
 - i) Display full details of all students and save it as "Query-1".
 - ii) Display "Student ID", "Student Name", and "Faculty" of all students who are studying in the faculty of "Science" and save it as "Query-2".
 - iii) Display "Student Name" and "Faculty" of all students whose academic year is "00/01" and get "Mahapola" and save it as "Query-3".
 - iv) Display the "98/99" academic year student's details and save it as "Query-4".
 - v) Create the reports for the queries ii) & iv) and save it as "Rep-1" and "Rep-2" respectively.

Q5) Create the presentation as shown below, and save it as "A:\Science\PHY\POWERPOINT\Q5.pps".

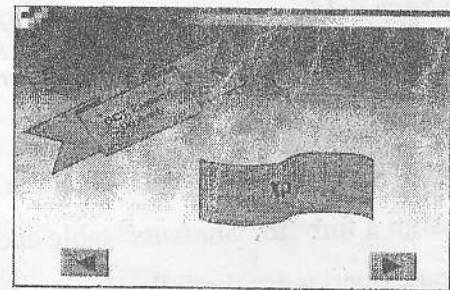
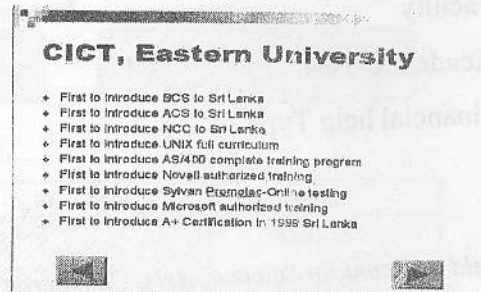
• *Slide 1:*

1. You have selected the Pixel Template to be applied to all the slides in the presentation.
2. Heading:
 - a. Arial Black Font.
 - b. Font size 44.
3. You can insert a similar clip art to the slide.
4. Insert an "Action Button" to the next slide, and apply the suitable effects for this slide.



• *Slide 2:*

1. Heading:
 - a. Arial Black Font.
 - b. Font size 44.
2. You can select a similar bullet style.
3. Bulleted points:
 - a. Arial.
 - b. Font size 20.
4. Insert "Action Buttons" to the next and to the previous slides respectively, and apply the suitable effects for this slide.

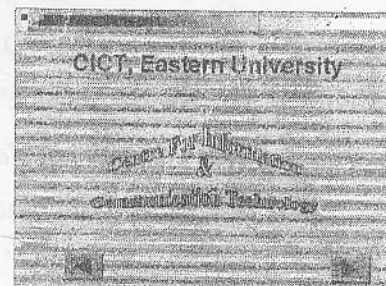


• *Slide 3:*

1. Create the background using the gradient.
2. Insert the shapes and picture as show.
3. Insert "Action Buttons" to the next and to the previous slides respectively, and apply the suitable effects for this slide.

• *Slide 4:*

1. Create the background using fill effects patterns.
2. Heading:
 - a. Arial.
 - b. Font size 44.
3. Insert the word art and customize the shadow.
4. Insert "Action Buttons" to the next and to the previous slides respectively, and apply the suitable effects for this slide.



• *Slide 5:*

1. Create the chart and import it to the slide with the link.
2. Heading:
 - a. Arial.
 - b. Font size 44.
3. Insert "Action Buttons" to the previous and the home slides and the button to end the show, and apply the suitable effects for this slide.



Q6)

a) Create the following data file and save as "A:\Science\BIO\WORD\Datafile.mdb".

NAME	STATUS	ADDRESS	ADDRESS2	ODR-NO	ITM NO	ODR-DATE	AGE
Banci	Dr	#21,Ocil	TR Flats, ON	OR 234	IN 09	11/05/2005	24
Censi	Mr	#124, Load Place	Swiss	OR 209	IN 110	13/04/2005	24
Danci	Prof	#12,3rd Lane	Auckland	OR 320	IN 34	11/04/2005	24
Yerochini	Miss	#45, Sea St	Paris	OR 456	IN 234	28/03/2005	24
Earanci	Mrs	#12, Ales St	France	OR 789	IN 32	01/05/2005	25

b) Create the following form file and save as "A:\Science\BIO\WORD\Formfile.doc".

Bartleef Electronics (Pvt) Ltd, #345, 32nd lane
 Colombo -07
 Email: Bartleef@bart.com
 July 15, 2007.

To:«STATUS»«NAME»
 «ADDRESS1»
 «ADDRESS2».

Dear Customer,

We are pleased to inform you that the item (Order no «ODR-NO», item no «ITM-NO») ordered by you on «ODR-DATE» is now ready for supply.

Please take necessary action to clear the item on or before 25th of July 2007, otherwise 3% of the total cost will be charged as maintenance cost per day.

Your prompt action is appreciated:

Yours Sincerely,
 (Manager/Marketing)

c) Merge the documents and save as "A:\Science\BIO\WORD\Letter.doc".