



CC 152 – INTRODUCTION TO APPLICATION SOFTWARE (PRACTICAL)

(PROPER & REPEAT)

Answer all questions

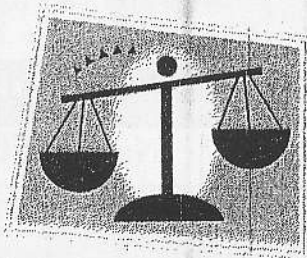
Time allowed: 02 hours

NOTE: Create a folder with your Index number on the desktop

01.
Create the following document and save it as “Graphics.docx” into your Index No folder created in the Desktop.

Graphics

Clip art is available from a variety of sources including the Microsoft Clip Organizer that is built into Microsoft Office. The Clip Organizer enables you to select clip art in two different ways, by searching through a predefined collection such as “transportation” or by searching on a key word such as “automobile”.



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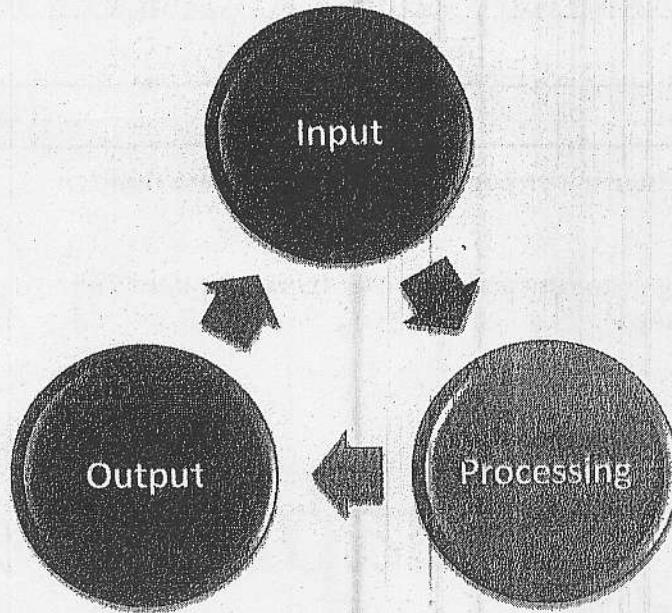
Organizer enables you to select clip art in two different ways, by

searching through a predefined collection such as “transportation” or by searching on a key word such as “automobile”.

$$\int_a^b m \left(P - \frac{RT}{V_m} \right) dv_m = \int_a^b \left\{ RT \left[\frac{1}{V_m} + \frac{4b}{(V_m - b)^2} + \frac{2b^3}{(V_m - b^3)} \right] - \frac{a}{V_m^2} \right\} dv_m$$

Item	Quantity	Price
Computer.....	10.....	450,000.00
Printer.....	3.....	45,000.00
Scanner.....	3.....	25,500.00
Pen drive.....	15.....	22,500.00
Total		543,000.00

Computer

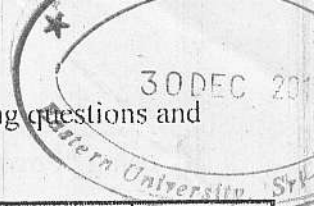


FAMOUS ECONOMIST LIST

Economist Name	During	Nationality	Known for
<u>Amartya Sen</u>	1933	Indian	Welfare Economics, Human development theory
Bertil Ohlin	1899	Sweden	Heckscher-Ohlin model, Heckscher-Ohlin theorem
Clive W.J. Granger	1934	United Kingdom	Cointegration, Granger causality, Fractional integration
Daniel L. McFadden	1937	United States	Discrete Choice
<u>Daniel Kahneman</u>	1934	United States	Cognitive biases, Behavioral economics, Prospect theory

02.

Type the following in an excel work sheet, and use it to answer the following questions and save it as salary.xlsx into Your Index No folder created in the Desktop.



Emp No	Basic Salary	Special Allowance	Risk Allowance	Gross Pay	EPF	Net Pay
PCACM 42	Rs.6,585.80					
PCACM 43	Rs.4,750.50					
PCACM 44	Rs.8,500.00					
PCACM 45	Rs.5,050.00					
PCACM 46	Rs.7,750.75					
PCACM 47	Rs.4,255.55					

Conditions:

Risk Allowance = 5% of Basic Salary

Special allowance = if Basic Salary \leq Rs. 5,500.00 then 8% of basic salary. otherwise 4% of basic salary

Gross Pay = Basic Salary + Special Allowance + Risk Allowance

EPF = 12% of Gross Pay

New Pay = Gross Pay - EPF

Calculate the following based on the above data

- a. Risk allowance for each employee
- b. Special Allowance for each employee
- c. EPF for each employee
- d. Gross Pay for each employee
- e. Net Pay for each employee
- f. Rename the sheet name as "Salary"
- g. Change the tab color for "Salary" sheet.

03.

By using "PowerPoint 2007" create a 6-slide presentation about "Eastern University", and save into Your Index No folder created in the Desktop

- a) A title slide with title of your presentation and your registration number.
- b) An attractive color background or a background template.
- c) At least four images that support your slide topic.
- d) Bulleted text with animation effects.
- e) At least one slide that has a sound effect.
- f) Transition effects between slides.
- g) An "End" slide.

04.

1. Create a database file using Ms Access and save it as "Employee.accdb".
2. Create a table in your data base, named **Employee Details** and enter the following fields and field properties.

Field name	Data type	Field Size
Employee ID	- Auto Number	
First Name	- Text	- 30
Last Name	- Text	- 25
Phone No	- Number	- 10
City	- Text	- 15
Gender	- Lookup wizard	

3. Enter the Following records into the "Employees Details" table.

Employee Details					
Employee ID	First Name	Last Name	Phone No	City	Gender
1	Mahesh	Ragulan	775487130	Batticaloa	Male
2	Saravanan	Varun	714236211	Kalmunai	Male
3	Jegan	Kavitha	771522012	Vavuniya	Female
4	Rukmini	Perera	771551230	Colombo	Female
5	Mohemad	Ashmy	778414452	Kalmunai	Male

4. Create a Table within the same database. Save it as "Employees Salary" and enter the following fields and field properties.

Field name	Data type	Field Size
Employee ID	- Auto Number	
Salary	- Currency	
Appointment Date	- Date	Short Date
Mail Address	- Text	30
Job	- Text	15



Salary details

Employee ID	Salary	Appointment Date	Mail Address	Job
1	\$17,000.00	11/2/2008	mrugulan@gmail.com	Sales Executive
2	\$20,500.00	5/6/2007	svarun@gmail.com	Assistant Manager
3	\$22,700.00	10/22/2006	jkavitha@yahoo.com	Manager
4	\$17,500.00	4/3/2007	rperera@gmail.com	Sales Executive
5	\$16,800.00	1/1/2006	mashmy@gmail.com	Sales Executive

5. Define primary key for both tables.
6. Create a relationship between the two tables (Employees details , Salary Details)
7. Create Queries to retrieve the following information from the database.
 - a. Display the First Name, Last Name, Appointment Date and Salary of all Employees and save it as Q1
 - b. Display Employer ID, Mail Address and Job for the Employees whose Salary is more than \$20,000.00 and save it as Q2
 - c. Display Employee First Name and Phone No whose city is either Batticaloa or Kalmunai and save it as Q3
 - d. Display the Employees details whose Appointment Date between 2/1/2005 and 1/1/2007 and save it as Q4
 - e. Display the Phone No and Mail Address of all Male Sales Executives and save it as Q5
 - f. Display the Employees Details that are first name beginning with the letter M and save it as Q5 Q6
 - g. Display the Full Name of all Employees. (using First Name, Last Name) - Q7
8. Create **Employees by Appointment Date** report by using wizard include the all Employee list