EASTERN UNIVERSITY, SRILANKA.
FIRST EXAMINATION IN AGRICULTURE
Second Semester
IT 101 INTRODUCTION TO INFORMATION TECHNOLOGY (Practical)

Answer all Questions

Instructions:

- Answer all questions in the given floppy disk.
- Write your index number on the external label of your floppy disk.
- Check working condition of your floppy disk.

Time allowed: two hours.

1.

1. Label your floppy diskette as "EUSL".

2. Create a folder called "Computer" in your floppy diskette.

3. Copy two text files from the hard disk to the folder "Computer" in your floppy diskette. (Each file must be less than 40KB).

4. Rename the two copied files like as "windows" & "office".

5. Create two sub folders called "Hardware" and "Software" in the folder "Computer".

6. Create a picture (you must use square, oval and different colors) using the paint software. Save this picture as "MyPicture.jpg" in the folder "Hardware".

7. Compress/Zip the folder "Hardware" and named it as "mySketch.zip" in the folder "Software".

8. Hide the file "office".

9. Create a text file using Notepad software and save it as "myAnswer.txt" in the folder "Hardware". This text file should include the detailed answer of the question that "How to add a network printer or a printer attached to the another computer which name is "COMP-71"?

2.

Create the following document using Microsoft Word 2003 and save it as Question2.doc

Why "Learn Microsoft Office"?

MICROSOFT WORD FOR WINDOWS

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 MicrosoftPowerPoint 2000_ is a one-day course designed to introduce the student to the basic capabilities of MS PowerPoint presentations for individuals with litde 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. 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.

WELCOME

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

Customer Data

Name	Product ID	payment	Location
Suresh	BX103	3500.00	Colombo
Ramesh	BC1	12900.00	Galle
Robert	BFC52000	23.00	Kandy

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

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

3.

Type the following in a MS Excel worksheet, use it to answer the following questions and save it as "Question_1. xls".

Student Name	Address	Course	M1	M2	M3
Mr.John Ramesh	Batticaloa	Mgt	78	54	65
Miss. David Fernando	Colombo	Sci	45	87	45
Mr.John Perera	Kandy	Sci	56	75	74
Mr.Harrish Jeyanthan	Trinco	Agr	78	98	86
Miss.Premy Mendis	Kandy	Mgt	65	74	34
Mr.Sunith Perera	Colombo	Agr	56	38	65
Miss. Premy Santhan	Trinco	Agr	57	43	21
Mr.Regan Thomson	Trinco	Sci	56	38	21

a.) Rename the sheet name as "Student marks details".

b) Create the columns called "Total", "Average" and "Grade".

c) Find the total and average for each Student.

d) Fill the column "Grade" according to the following conditions:

Average	Grade
>=85	"A+"
>=70 - <85	"A"
>=65 - <70	"B+"
>=60 - <65	"B"
>=50 - <60	"C"
Otherwise	"Fail".

e) Insert the column "Sex" between "Address" and "Course".

f) Fill the column "Sex" with the condition that if the Student Name title is "Mr." then "male" else "female".

g) Insert the column "Name with Initial" between "Student Name" and "Address" and fill it like as "Mr.J.Romesh".

h) Sort the Data in descending order according to the average.

i) Draw a bar chart for Student Name versus their Average.

(The graph should show the horizontal and vertical grid lines and the graph's legend should be placed on the bottom of the graph)

| 3

4.

a) Create a database file using MS-Access name it as EBANK.mdb.

b) From the information listed below, create a table in your database.

(Determine the appropriate field properties from the information shown in the following table.)

Emp ID	Name	City	Phone	Married	DOB	Sex	Basic Salary
E1002	Anne S	Kandy	2223852	Yes	01/01/1976	Female	Rs.13,000.00
E1003	Maran M	Batticaloa	5623856	No	03/30/1980	Male	Rs.15,000.00
E1010	Jeya A	Colombo	8978456	No	12/12/1974	Female	Rs.25,000.00
E1004	Aswin S	Jaffna	2222563	Yes	08/12/1975	Male	Rs.18,500.00
E1009	Asha S	Batticaloa	2145693	Yes	10/27/1977	Female	Rs.12,500.00
E1005	Andrew D	Colombo	7896523	Yes	02/28/1973	Male	Rs.19,000.00
E1007	Nimal G	Jaffna	1122436	No	09/04/1978	Male	Rs.23,750.00
E1008	Priya K	Kandy	2256896	No	04/11/1979	Female	Rs.16,000.00
E1001	Kantha S	Kurunagala	2222040	Yes	01/13/1981	Male	Rs.18,000.00
E1006	Sutha S	Colombo	2222620	No	11/28/1982	Female	Rs.21,000.00

Following data types should be used for the above fields.

Field Name		Data Type
Emp ID	-	text
Name	-	text
City	-	text
Phone	-	number (Long Integer)
Married	-	Yes/No
DOB	-	Date/Time (Medium Date)
Sex	-	text
Basic Salary	-	Currency

c) Save the table name it as EMPLOYEE.

d) Create a form to enter or edit the above records.

e) Design queries to perform each of the following tasks.

    a. Display Name, City and Phone fields and save the query as Q1.

    b. Select all Female, Married employees and save it as Q2.

    c. Select all employees with salary between 10,000.00 and 20,000.00, output should be only EMPID, and save it as Q3.

    d. Select all employees who born between 12/12/1970 and 5/6/1980 and save it as Q4.

    e. Select all employees who live in Batticaloa or Colombo and save it as Q5.

    f. Select all students whose name start with 'A' and save it as Q6.

f) Create a report using the EMPLOYEE table except the Married field, and save it as EMPLOYEEREPORT.