

EASTERN UNIVERSITY, SRI LANKA
1st year / 2nd Semester Examination in

16 OCT 2008

Eastern University, Sri Lanka

Business Administration /Commerce – 2006/2007 (July 2008)

HRM 1032- Computer Literacy and Application (Practical)

Answer all questions

Time: 2 Hours

Instructions:

- ☒ Answer all questions in the given floppy diskette.
- ☒ Write your **Index Number** clearly as an external label on your floppy diskette.
- ☒ Verify that the works done by you are saved on your floppy diskette

Q1.

- i. Label your floppy diskette with your index number.
- ii. Create a new folder called **Management** in your floppy diskette
- iii. Create two sub folders named **Com** and **Mgt** in the folder **Management**.
- iv. Copy 2 **text files** from the hard disk to the folder **Management** in your floppy diskette. (each file must be less than 60kb)
- v. Create a picture (you **must** use square, oval and different colors) using the paint software. Save this picture as **drawing.jpg** in the folder **Com**.
- vi. Create a text file using **Notepad** and save it as **My Data.txt** in the folder **Com**. This text file should include your Registration number and the way to create new folder in a floppy diskette.

Q2.

Crete the following document in Ms-Word and save it as **Question02.doc** in your diskette and apply the following features to your document.

- Change the Paper size to A4
- Change the top and bottom margins to 1 inch.
- Insert the page number in the top right position

HUMAN RESOURCES MANAGEMENT

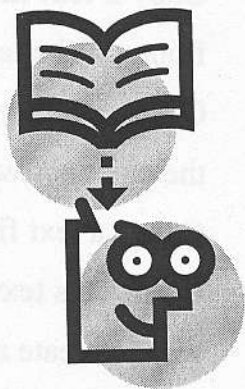
The management of the people in working organizations. It is also frequently called personnel management, industrial relations, employee relations, manpower management, and personnel administration. It represents a major subcategory of general management, focusing exclusively on the management of human resources, as distinguished from financial or material resources. The term may be used to refer to selected specific functions or activities assigned to specialized personnel officers or departments. It is also used to identify the entire scope of management policies and programs in the recruitment, allocation, leadership, and direction of employees.

Human resources management begins with the definition of the required quantities of people possessing particular skills to carry out specific tasks. Thereafter, job candidates must be found, recruited, and selected. After hiring, the employees must be trained or retrained, negotiated with, counseled, evaluated, directed, rewarded, transferred, promoted, and

finally released or retired. In many of these relations, managers deal directly with their associates. In some companies, however, employees are represented by unions, meaning that managers bargain with representative associations. Such collective-bargaining relationships are generally described as labour relations.

Software

1. Microsoft Office
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft PowerPoint
 - d.
2. Adobe
 - a. Adobe Photoshop
 - b. Adobe PageMaker



Center for Information and Communication Technology

~~Center for Information and Communication Technology~~

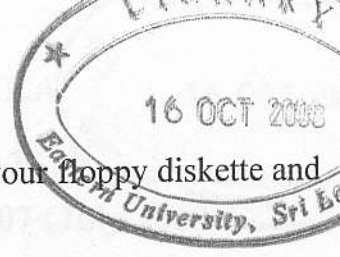
H²SO₄

$$\frac{a}{(a-b)} + \frac{3b^2}{(a+b)} = 28$$

Wish you all the best

Q3.

Create a workbook in Ms Excel and save it as **Question3.xls** in your floppy diskette and enter the following data in a worksheet.



ABC Institute	SN	Name	Address	Marks1	Marks2	Total	Average	Result
	A01	Rajakumar	Batticaloa	80	75			
	A05	Jeyanthi	Batticaloa	65	57			
	A07	Priyamani	Trinco	56	63			
	A08	Thevakumar	Batticaloa	67	85			
	A11	Thayalini	Colombo	48	46			
	A42	Rathini	Batticaloa	76	86			

- Rename the sheet1 name as **Final Marks**
- Fill the Total and average marks columns.
- Fill the Result columns with **Pass** if the student's average is greater than 60. Otherwise fill it with **Fail**
- Draw a column chart in the same sheet for **SN vs Total**.

(SN should be in the X axis)