EASTERN UNIVERSITY, SRILANKA.
FACULTY OF AGRICULTURE
First Year Second Semester – 2008/2009

IT 101 INTRODUCTION TO INFORMATION TECHNOLOGY (Practical)

Answer all Questions **Time allowed: Three hours**

1.

1. Create a folder called **"Computer"** in your floppy diskette.
2. Create two new subfolders within the **Computer** folder. Name the folders: **Input** and **Output**.
3. Open a new notepad in **Computer folder** and named it as **answer file**.
4. Copy two text files from the hard disk to the folder **"Input"** (Each file must be less than 40KB).
5. Rename the two copied files like as **"CICT" & "EUSL".**
6. Create two sub folders called "Hardware" and "Software" in the folder **"Output".**
7. Create a picture (you must use square, oval and different colors) using the paint software. Save this picture as **"Picture. jpg"** in the folder **"Input"**
8. What kind of computer do you have? Say what the memory size is and what the operating system is. Enter your answer in the **answer file** and save
9. Use the Help Function to find information about **Modems.** Enter two lines of text information about modems as your answer in the **answer file** and save
10. Describe how to select another printer as the default printer from an installed printer list. Enter your answer in the **answer file** and save.

2.

1. Open a new Excel work book and save it in your Disk with the name **"Question2.xls"**

	A	B	C	D	E	F	G	H	I	J
1	ABC INSTITUTE									
2	SEMI EXAM MARKS LIST									
3										
4	Index No	Name	City	English	Maths	Science	Average	Rank	Grade	
5	PA100	K.Suthakar	Batticaloa	45	38	67				
6	PA101	S.Rubi	Ampara	61	82	47				
7	PA102	P.Jeyantha	Batticaloa	37	75	8				
8	PA103	M.Kannan	Batticaloa	63	91	26				
9	PA104	T.Kavitha	Ampara	35	60	86				
10	PA105	A.Retnam	Trinco	38	82	53				
11	PA106	P.Karuna	Batticaloa	43	43	66				
12										

2. In Sheet1, prepare the table as shown above and rename the Sheet1 as **"Marks"**.
3. Find the **Average** achievement for the subjects English, Maths and Science using suitable function
4. Fill the Rank column – the highest Average should get **1**
5. Fill the Grade Column with the following conditions

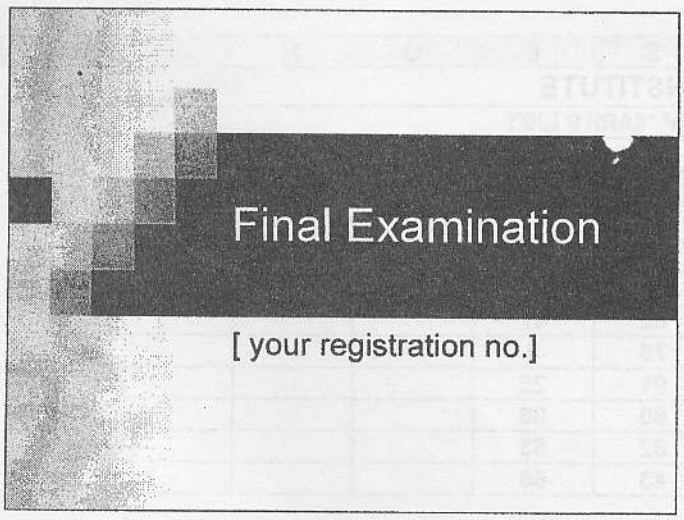
Average	Grade
0 - ~~40~~ 30	F
31 - ~~60~~ 40	D
41 - 50	C
51 - 80	B
81 - 100	A

6. Use the Conditional Formatting to format cells G5 to G11 (Average) with the following conditions

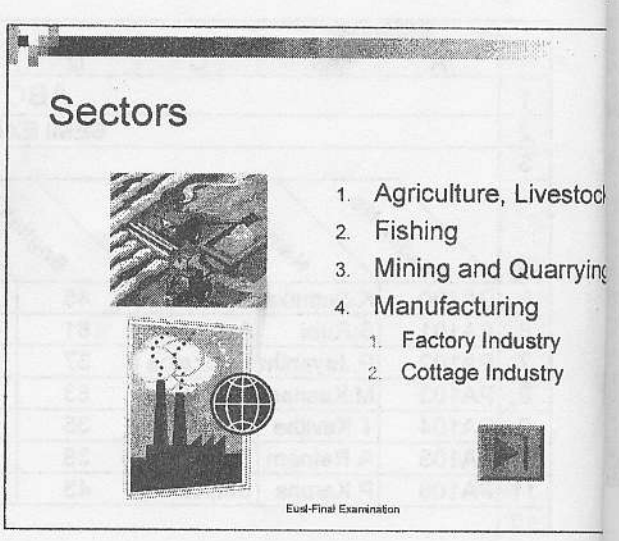
Condition1: Cell value <40, then fill the cell with Light **Blue Colour**
Condition2: Cell value is between 40 and 60, fill the cell with Light **Green Colour**
Condition3: Cell value is >60, then fill the cell with **Pink Colour**

3. =If(G5>80,"A", If(G5>50, "B"

1. Create the following slides using **PowerPoint** and save it as **"Question3.ppt"**
2. Type your Registration number in the First Slide
3. Add animation effects to the titles and text in each slide
4. Use the design template "pixel.pot" as slide design
5. Insert **"Eusl-Final Examination"** as the footer for all slides except first slide and last slide
6. Add an action button to the second slide to go to the last slide
7. Create a chart in the fourth slide to the data given in third slide
8. Add transition effect between slides
9. Using custom animation, add animation to the object in fifth slide to move anywhere within the slide



1



2

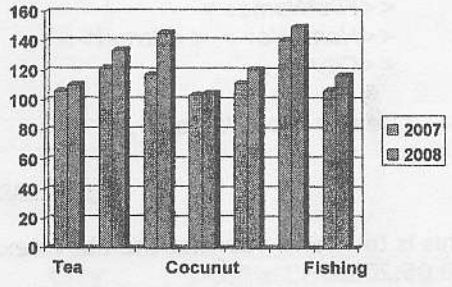
Agricultural Production

Item	2007	2008
Agriculture	114.0	125.7
Agriculture crops	111.0	122.9
Tea	106.3	110.6
Rubber	121.9	134.0
Paddy	117.5	145.4
Coconut	103.3	104.8
Other Crops	111.5	121.0
Livestock	140.6	150.1
Fishing	106.6	116.9

Eusl-Final Examination

3

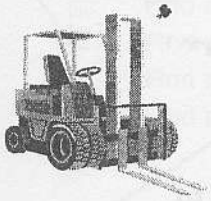
Production Chart



Eusl-Final Examination

4

Animation



Eusl-Final Examination

5

Thank You

6

4.

1. Create a word document and save it as **"Question.doc"**
2. Create a data source file with the name ***"Students.mdb"*** which contains following fields. *FirstName, LastName, HomeNo, Street, City, IndexNo, Course* and *Marks.*

FirstName	*LastName*	*HomeNo*	*Street*	*City*	*IndexNo*	*Course*	*Marks*
Vishnu	Kanth	21	Main st	Batti	CS 122	MIC	89
Kisho	Kumar	45	Trinco st	Batti	MI 333	ITT	38
Ananth	Ragavan	32	Bar rd,	Batti	CS 125	MIC	67
Jimbol	Shan	234/2	Trinco rd	Batti	MI 234	ITT	86
Sri	Kalyan	34/2	Main st	Batti	MI 453	ITT	65

3. Create a form letter with following information and save it as ***"Letter.doc"***

NST Computer Centre,
Kandy.
01 October 2009

<<FirstName>>
<<HomeNo>> <<Street>>
<<City>>

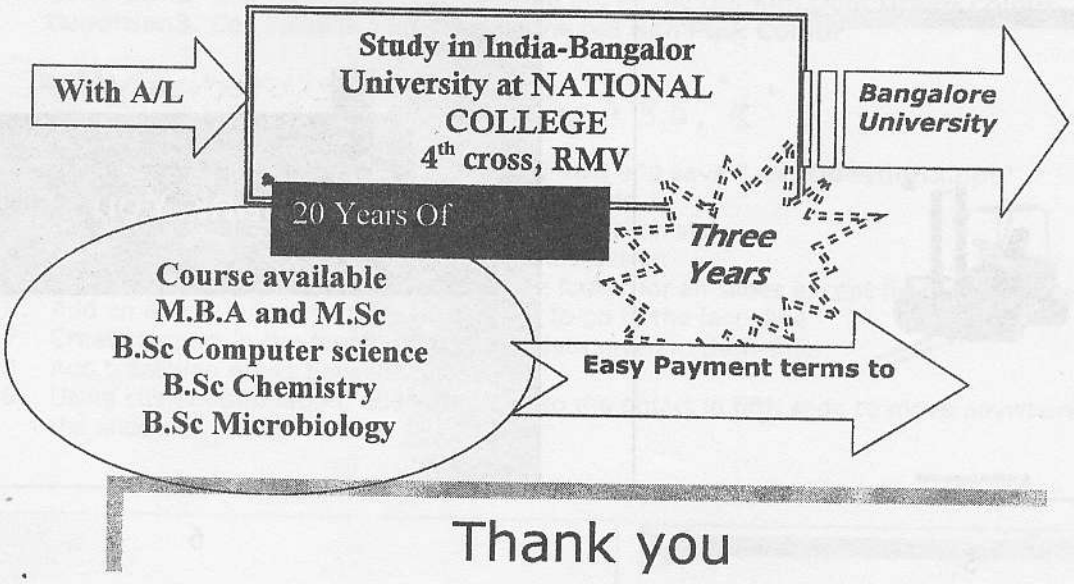
Dear <<LastName>>,

Basic Concept of IT-(IT101) – Assessment Results

This is to inform you that the above examination result is as follows. The examination held on 10.05.2009.

Index No:	<<IndexNo>>
Marks:	<<Marks>>

Our new course commencement details shown below:



Yours truly,

.....
Manager/ Micro Computer Centre

4. Merge the above fields to produce multiple letters for...
   a. all records and save it as ***WordCoverLetter.doc***
   b. students who got the marks more than 60, and save it as ***PassList.doc***

5.

1. Create a new database named **"Agrostudents.mdb"** in your floppy diskette
2. Create a table named **Student** and enter the following fields and field properties

Field Name	Data Type
StudentNo	Auto Number
FirstName	Text
LastName	Text
DateofBirth	Text
City	Text
PostalCode	Text
Marks	Number

3. Enter the following Student records into the Student data table

StudentNo	FirstName	LastName	DateofBirth	City	PostalCode	Marks
1	Chandran	Ragavan	7/7/80	Kalmunai	30100	82
2	Ravi	Karan	4/1/81	Batticaloa	30000	55
3	Kannan	Jananan	7/10/81	Trincomalee	31000	57
4	Annamali	Suganthi	4/6/80	Batticaloa	30000	86
5	Kuruparan	Kanth	11/10/81	Trincomelee	31000	67

4. Perform the following queries and save them as with names Qu1,Qu2,Qu3, and so on

a. Find all students who got **Marks** greater than **"70"**
b. Find all students who live in **Kalmunai or Trincomalee**
c. Find all students who were born in **between 1/1/80 and 8/8/80**
d. Find all students who have a postcode beginning with **"30"**
e. Find all students who have their **FirstName** starts with **"K"**
f. Find all students who have their **LastName** ending with **"an"**