SLIATE

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SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION
(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Information Technology
First Year, First Semester Examination – 2017
HNDIT 1101 – Personal Computer Application

Instructions for Candidates:		No. of questions	: 05
Answer four (04) questions only		No. of pages	: 05
All questions carry equal marks		Time	: 02 hours

Question .01

i).   What is office productivity application? Give three examples for that.   (04 marks)

ii).   Describe four types of office productivity tools with examples   (08 marks)

iii).   "In today's world, people have shifted from paid softwares to open source softwares"

describe three (03) importance of that.   (06 marks)

iv).   Mention four features of an effective official presentation.   (04 marks)

v).   Give 3 reasons why office productivity tools are useful for office environment.

(03 marks)

(Total 25 marks)

Question. 02

i).   Explain the use of following commands / tool button in MS Word.   (03 marks)
   a.   Change case
   b.   Format Painter
   c.   Smart Art

ii).   Match the short cut keys with the relevant action   (05 marks)

Short cut key	Action
i. Ctrl + E	a. Underline Text
ii. F7	b. Search a text you want to find and replace
iii. Ctrl + h	c. Spelling and grammar checking in your document
iv. Ctrl + Y	d. Center Align your text
v. Ctrl + u	e. Redo your changes

iii).   Briefly explain the followings   (08 marks)
            a. Header/footer
            b. Shapes
            c. Water mark
            d. Mail merge

iv).   Give three types of documents that we can create using Mail Merge.   (03 marks)

v).   Briefly explain the three views in MS Word.   (06 marks)
                                                                                  (Total 25 marks)

Question 03

i).   Briefly explain the usage of following functions in MS Excel using one example.
            a. =Upper()
            b. =CountA ()
            c. =Sumifs ()   (06 marks)
ii).   "Charts are useful feature in MS Excel" explain. Give three chart types in Excel.
                                                                                   (05 marks)
iii).   Write a formula for the following operation based on the following spreadsheet given
        below.

	A	B	C	D	E	F	G
1	Employee No	Employee Name	Departement	Basic Salary	Sales	Commission	Net Salary
2	Emp_01	Roshan	Markerting	$45,000.00	$20,000.00		
3	Emp_02	Neesha	Sales	$30,000.00	$10,500.00		
4	Emp_03	Nelum	IT	$32,000.00	$15,000.00		
5	Emp_04	Shayon	Markerting	$46,000.00	$23,000.00		
6	Emp_05	Kenuli	Production	$38,500.00	$11,000.00		
7	Emp_06	Madushan	IT	$42,300.00	$12,500.00		
8	Emp_07	Amali	Sales	$32,650.00	$10,200.00		
9	Emp_08	Narayan	Production	$40,000.00	$10,000.00		
10	Emp_09	Kalani	Markerting	$37,500.00	$13,000.00		
11	Emp_10	Senara	IT	$45,200.00	$24,500.00		
12							

        a. What are the excel features used for format cells A1,B1,G1 and columns D,E
                                                                                   (02 marks)
        b. Calculate the commission according to the below rate in column F.
            Sales   Commission   (04 marks)
            <10000   no commission
            >=10000   1000
            >=15000   1500
            >=20000   2000
            >=25000   2500

c. Calculate the Net Salary and display them in column G.   (02 marks)
d. Display the total no of Employees working in the "IT" department in cell C12
                                                                        (02 marks)

iv). Briefly Explain the importance of following features in Excel
a) Sorting
b) Filtering   (04 marks)
                                                                        (Total 25 marks)

Question 04
i). Identify the elements (A -> F) of the following Power Point window.   (06 marks)
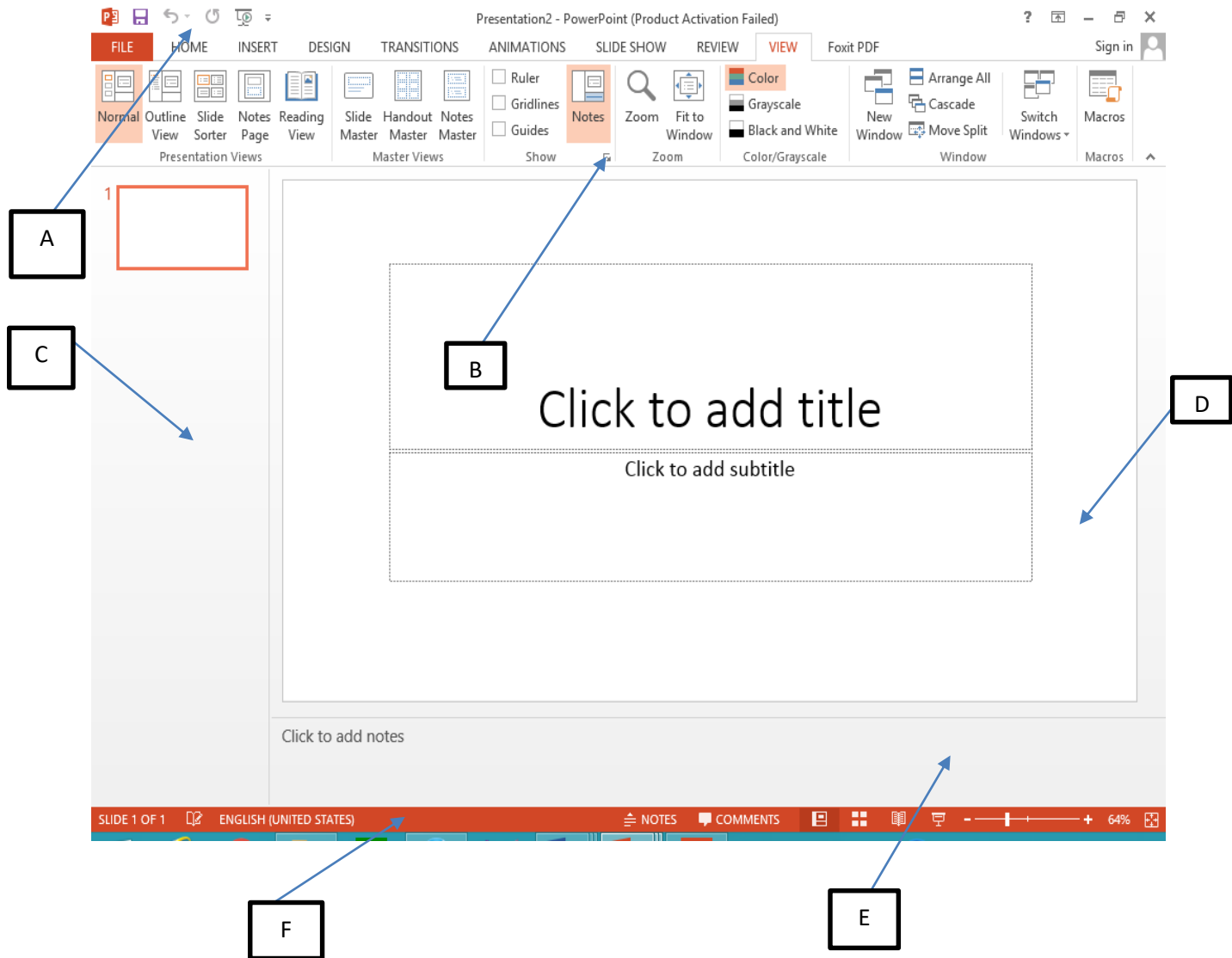
ii).
   a. Differentiate the Animation and Transition effect in power point   (02 marks)
   b. Which view can be used to insert and test these animation and transition effects?
                                                                                (02 marks)

   3. Give keyboard short cuts to do the following tasks

      a. To add new slide.
      b. To activate the pen during the show.
      c. To run the slide show.
      d. To make screen white while presenting.
      e. To select all slides in slide sorter view   (05 marks)

   4. Briefly explain the followings related to the power point

      a. Slide Master
      b. Slide Sorter View
      c. Animation Painter
      d. Rehearse time
      e. Slide Layout   (10 marks)
                                                                        (Total 25 Marks)

Question 05

i).   What is Data Base Management System? Give 3 examples for that.   (05 marks)
ii).   Give four advantages of a database system when compared to file processing system.
                                                                                (04 marks)
iii). Briefly explain the importance of lookup wizard and input mask in database
                                                                                (04 marks)
iv).   Consider the following tables and answer the questions
       Student Table

Stu_No	Name	Tel No	Gender	DOB	Age	C_No
CS/12/02	Samna	(033) 226 786 5	Male	Dec 22 1990	21	C001
PS/12/01	Kamani	(021) 675 432 3	Female	Mar 08 1991	19	C002

   Course Table

Course_no	Course_name	Departement
C001	Information Technology	Computer Science
C002	Mathematics	Physical Science

a. Identify the data types of the fields in above two tables   (05 marks)
b. Mention two primary keys for each table   (02 marks)
c. Identify the foreign key   (01 marks)

v).   Briefly explain the following
    a. Entity Integrity Constraint
    b. Referential Integrity Constraint   (04 marks)
    (Total 25 marks)