

SOUTH EASTERN UNIVERSITY OF SRI LANKA

THIRD YEAR EXAMINATION IN BACHELOR OF BUSINESS ADMINISTRATION &
COMMERCE – 2006/2007

SEMESTER – I, DECEMBER 2007

MIS 3101 – COMPUTER SOFTWARE AND APPLICATIONS

Answer **all** questions.

Time: 03 hours

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01. a) What is Computer Software? What are System Software and Application Software? Explain with examples.
- b) What do you understand by the terms Assemblers, Interpreters, and Compilers?
- c) Write down four functions of an Operating System. Give examples with reference to MS Windows XP.
- d) What are Slide Master and Handout Master?
- e) What is a Relational Database? Explain with example. (05 x 04 = 20 marks)
02. a) Briefly write down the main steps to
- i) Duplicate a Slide,
 - ii) Add a Header and a Footer,
 - iii) Apply a Gradient Background Style,
 - iv) Insert a Smart Art Graphic,
 - v) Add a Quick Style to a Table. (05 x 02 = 10 marks)
- b) Briefly write down the steps to
- i) Create a Photo Album,
 - ii) Apply a Slide Transition,
 - iii) Apply Custom Animation to a text object,
 - iv) Print a Presentation as a Handout. (04 x 2.5 = 10 marks)

03. a) Write down the uses of the following database objects.
- i) Tables,
 - ii) Queries,
 - iii) Forms,
 - iv) Reports.
- (04 x 02 = 08 marks)
- b) Write down the necessary steps to create a Quick table. How will you add more field to the table?
- (02 marks)
- c) What is a Data Type? List out at least five data types available in Access 2007.
- (02 marks)
- d) Why do you use a Lookup Wizard?
- (02 marks)
- e) Imagine that you are designing a table with a DATA OF BIRTH field. How will you restrict a user from entering date beyond current date? In case he enters a date beyond current date, how will you instruct him to enter a date less than current date?
- (02 marks)
- f) What is Primary Key? Can you assign more than one fields as Primary Key?
- (02 marks)
- g) What do you understand by the terms 'Cascade Update' and 'Cascade Delete'?
- (02 marks)
04. a) What is a sub-form? Why do you use it?
- b) How can you insert a field to a form?
- c) How can you change the text displayed on a Label control?
- (03 x 02 = 06 marks)
- d) Write brief notes on
- i) Multiple Form and Master Detail Form
 - ii) Design View and Layout View
 - iii) Record Source and Control Source
 - iv) Modal Form
 - v) Tab Control
- (05 x 02 = 10 marks)

e) Write notes on Bound Controls, Unbound Controls and Calculated Controls.
(04 marks)

05. a) Write down the necessary steps to create

- i) A Split Form
- ii) A Master – Detail form using wizard
- iii) A Query using wizard
- iv) A Report using wizard
- v) Labels using wizard

(05 x 03 = 15 marks)

b) What do you understand by the term Normalization? Explain 1st, 2nd, 3rd Normal Forms briefly.
(05 marks)

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