

SOUTHEASTERN UNIVERSITY OF SRI LANKA

FIRST EXAMINATION IN BACHELOR OF SCIENCE IN MANAGEMENT AND
INFORMATION TECHNOLOGY- 2008/2009, SEMESTER – I, JUNE 2010

MIT 1143 – PC APPLICATION

Answer All Questions

Duration: 03 Hours

01.

- a)
- i) Briefly explain the usage of “Word Processing”.
 - ii) Explain how to protect your document from unauthorized users.
 - iii) How can you save a document that is fully compatible with Word 97-2003?
- (03 x 02 = 06 Marks)
- b) Write down the appropriate steps to perform the following tasks in Ms-Word 2007.
- i) Modify page margins and orientations.
 - ii) Insert different headers & footers for odd and even pages.
 - iii) Create hyperlink between two documents.
 - iv) Add a picture watermark.
 - v) Add the document path and file name.
 - vi) Create a table of contents.
 - vii) Split a page into 3 columns.
 - viii) Find a word and replace it.
- (08 x 02 = 16 Marks)
- c) List out the advantage of Mail-Merge. Write down the steps that you follow in mail merging.
- (05 Marks)
- d) What would be the output if you type the following in search window?
- i) ?b*. doc
 - ii) *a. exl
 - iii) z*a.ppt
- (03 x 01 = 03 Marks)

(Total 30 Marks)

02.

a) Briefly explain the usage of Ms-Excel.

(03 Marks)

b) Write down the usage of each command in the Editing groups screenshot given below.



(05 Marks)

c) Answer the questions below based on the worksheet extract given below.

	A	B	C	D	E	F	G
1	S.No	SalesRep's Name	Region	Basic Salary	Sales	Incentives	Net Salary
2	1	Shota	East	24,000.00	16,000.00		
3	2	Raja	South	25,000.00	21,000.00		
4	3	Haja	South	26,500.00	6,500.00		
5	4	Kanesh	West	23,450.00	17,500.00		
6	5	Dale	North	23,450.00	4,750.00		

Write down the formula to perform the following:

- i) To find maximum sales.
- ii) To count how many sales reps are there.

(02 x02 =04 Marks)

- iii) To calculate the Incentives as per the following criteria using if function in cell range F2: F6.

Sales < 5,000	5% of sales
Sales > =5,000	7.5% of sales
Sales > =10,000	10% of sales
Sales > =20,000	30% of sales

(05 Marks)

- iv) To Calculate the Net Salary (Net salary= Basic Salary + Incentives).

(03 Marks)

- v) To short the record by region.
- vi) To create the column chart (for sales & region)

(02x02= 04 Marks)

d) Write down the quick reference for below settings Ms-Excel 2007.

- i) To delete a column / row.
- ii) To select a foreign currency symbol.
- iii) To rename a worksheet.

(03x02= 06 Marks)

(Total 30 Marks)

03.

i) List out the benefits and special features of Ms- PowerPoint 2007.

(4 Marks)

ii) Write down the steps clearly to:

- a. Change Slide layout
- b. Apply slide theme template
- c. Rehearse the slide show
- d. Format a slide master
- e. Apply bullet styles from the bullet gallery
- f. Apply custom animation
- g. Create hyperlink between slides
- h. Insert slide number.

(08x02= 16 Marks)

(Total 20 Marks)

04. Write down steps for the followings:

- i) To create a new Database
- ii) To create a table in design view
- iii) To create a simple query using wizard
- iv) To create a simple relationship
- v) To create a report using wizard.

(05x04= 20 Marks)

(Total 20 Marks)