

**Instructions to candidates**

**Part B**

**Duration:** Two (02) hours

**Number of questions:** Three (03)

**Answer all questions**

**Mark allocation:** 60

Create a folder in Desktop and rename it with your Registration Number (i.e. UWU\_ENM\_15\_0XX).

Download the Resource folder from CMS to get the relavant figures.

Create separate files for each question inside the folder.

Zip your folder, then upload to the CMS.

You are **not allowed** to use any external memory devices during the examination.

1. Using following instructions, type the text given below (Figure1) and save it as **Q1\_MSWord.docx**.

Microsoft Word

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. Commercial versions of Word are licensed as a standalone product or as a component of Microsoft Office, Windows RT or the discontinued Microsoft Works suite. Subsequent versions were later written for several other platforms including

IBM PCs running DOS (1983)

Apple Macintosh running Mac OS (1985)

AT&T Unix PC (1985)

Atari ST (1988)

OS/2 (1989)

Microsoft Windows (1989) and

SCO Unix (1994)

Figure 1 : Microsoft Word

- a. Change the layout of the Q1\_MSWord.docx page as given below.

- Page size: A4 (8.27" x 11.69")
- Page orientation: Portrait



- b. Change the page margins of the Q1\_MSWord.docx file as follows.
- Top: 1.23"
  - Bottom: 1.23"
  - Right: 1.23"
  - Left: 1.23"
- c. Format the entire Q1\_MSWord.docx file as given below.
- Line spacing: 1.15"
  - Font: Times New Roman
  - Font size: 14
  - Align: Justify
- d. Select the heading 'Microsoft Word' and format it as given below.
- Font color: Dark Blue
  - Style: Bold and underline
  - Align: Center
- e. Make the first letter of the paragraph larger and fall into three lines (*Hint : Use Drop cap*)
- f. Create an appropriate bulleted list for the last 7 lines and apply the font **Arial Black** to those points.
- g. At the end of the bulleted list, create the table (Table 1) shown below.

Table 1 : Different Versions in Word

Year Released	Name	Version	Comments
2006	Office Word 2007	12.0	Included in Office 2007
2010	Office Word 2010	14.0	Included in Office 2010

- h. Insert the following image (Figure 2) to the right hand side of the bulleted list of the document.

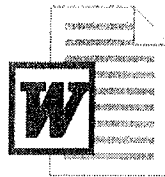


Figure 2: Word Logo

- i. Insert a footer for this document with the data given below.

*Your Register Number*

*Page number*

*Current Date*

(15 mark)



2. Create a Microsoft Excel workbook with the name **Payroll.xlsx**.

a. Rename the worksheet1 as **ABC Constructors**.

b. Create the table given below using following instructions.

- Merge the cells as shown in the Figure 3.
- Add date format to Start Date and End Date columns as shown in Figure 3.
- Add currency format as Rs. to Total Payment, Tax and Net Payment columns.
- Add table borders.
- Bold the title.

	A	B	C	D	E	F	G
1	<b>ABC Constructors' Payroll Summary</b>						
2	<b>Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Worked Days</b>	<b>Total Payment</b>	<b>Tax</b>	<b>Net Payment</b>
3	Brunning	12-Mar	30-Mar				
4	Coper	10-Mar	30-Mar				
5	Corea	4-Mar	30-Mar				
6	Davis	5-Mar	2-Apr				
7	Martin	3-Mar	30-Mar				
8	James	2-Mar	20-Mar				
9	Nuwan	18-Mar	30-Mar				
10	Gueye	8-Mar	15-Apr				
11	Johannson	7-Mar	27-Mar				
12	Cathy	12-Mar	5-Apr				
13	John	12-Mar	4-Apr				
14				Total			
15							
16							

Figure 3 : ABC Constructors' Payroll Summary

- c. Calculate the Worked Days field in your table using appropriate function.
- d. Derive a formula to find Total Payment, if the payment for a day is Rs. 1500.00.
- e. Derive a formula to find the Tax value. The tax is 2.3% of Total Payment.
- f. Derive a formula to calculate Net Payment by subtracting the tax from Total Payment.
- g. Calculate the total amount of Total Payment, Tax and Net Payment using appropriate function.
- h. Sort the table by Start Date in ascending order.

(20 mark)

3. Panhinda Book Shop needs a database to maintain their book details. You are required to create a database named **BookShop.accdb** with following two (02) tables.

Table name: **Category**

Field name	Data type	Description/Format
Category_ID	AutoNumber	Unique ID
Category_Name	Text	50

Table Name: **Book**

Field name	Data type	Description/Format
Book_ID	Text	Unique ID
Title	Text	100
Author	Text	100
Category_ID	Number	Long Integer
Price	Currency	Currency
Availability	Yes/No	Yes/No

- Set Primary Keys as 'Category\_ID' to the table Category and 'Book\_ID' to the table Book.
- Add following records to the table Category.

Category_ID	Category_Name
1	Health
2	Science
3	Mathematics
4	Information Technology
5	Aesthetic

- Add following records to the table Book.

Book_ID	Title	Author	Category_ID	Price	Availability
B001	Music for life	P.Mahendra	5	\$350.00	YES
B002	Networking	D.Moris	4	\$650.00	NO
B003	Software Engineering	S.Rancho	4	\$1,200.00	YES
B004	Mathematics for A/L	R.Premachandra	3	\$500.00	YES
B005	Story of stars	Arthor Hill	2	\$450.00	YES
B006	Western Medicine	A.Paul	1	\$1,360.00	YES

- Create the relationship between the two (02) tables to maintain referential integrity.
- Create a query named 'Book availability' to display Title, Category\_Name, Author, Price and Availability of books.
- Extract **available** books in the shop.
- Sort the output of part f by book title in ascending order.
- Create another query named 'High Price Books' to display the details of category 4 books which the price is greater than \$1000.00.
- Create forms for each table to add, update and delete data.
- Create a report named 'Book Report' to display Title, Category\_Name, Author and Price.

(25 mark)