

Uva Wellassa University of Sri Lanka
Faculty of Science and Technology
Department of Computer Science and Technology
100 level 1st Semester Examination – June/July 2017
ESD103-2 Information Technology



Part B



31

3

4

1. Using following instructions, design the invitation given below in Figure1 and save it as Q1_Birthday_Invitation.docx (Use Clip Art to get the image). (5 mark)

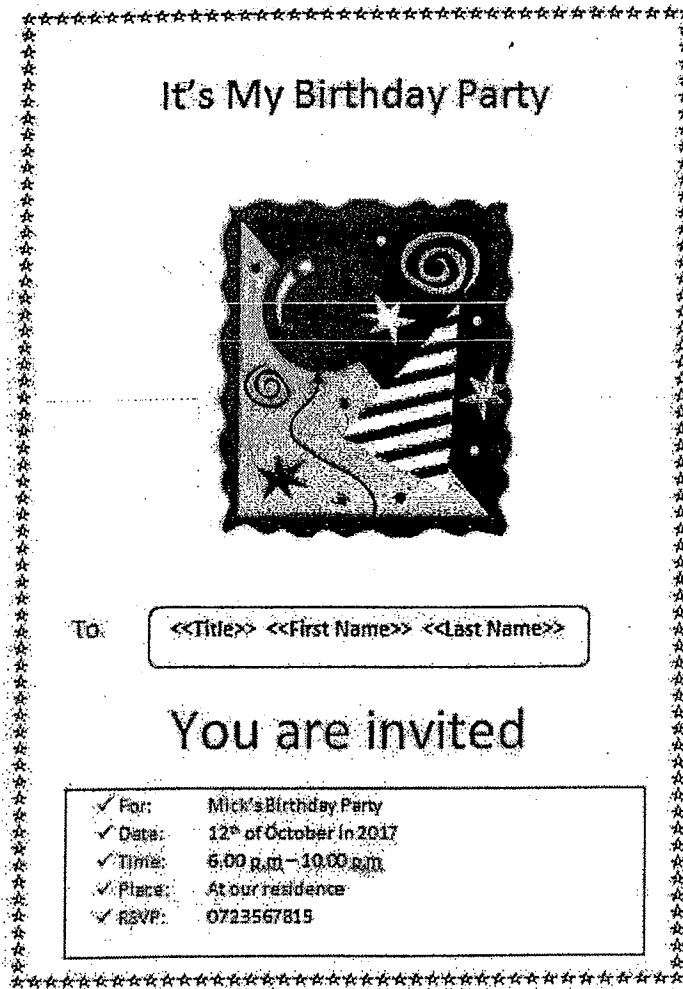


Figure 1: Invitation

- a. Change the layout of the page as given below. (1 mark)
- Page size: A4 (8.27" x 11.69")
 - Page orientation: Landscape
- b. Change the page margins as follows. (1 mark)
- Top: 1.25"
 - Bottom: 1.25"
 - Right: 1.25"
 - Left: 1.25"
- c. Apply decorative style to the heading of the invitation using Word Art. (1 mark)
- d. Select the sentence "You are invited" and format it as given below. (1 mark)
- Font: Colonna MT
 - Font Size: 48
 - Align: Center
- e. Save the current word document. Open a new MS word file, create the following Table 1 and save the word file as **Data_Source_Birthday.docx** and close it. (2 mark)

Table 1: Receipts/Details

Title	First Name	Last Name
Mr	Billy	Fernando
Ms	Anne	Perera
Mr	John	Brian

- f. Prepare the Birthday Party invitation cards for each person in the above Table 1. Use **Data_Source_Birthday.docx** as your data source. Save the merged documents as **Q1_Merged_Birthday.docx**. (4 mark)
2. Create a Microsoft Excel workbook as below in the Figure 2 and save it as **Income.xlsx**. Type and format all text and numbers as displayed in the Figure 2. (7 mark)
- a. Center the heading "Weekly Income Schedule" across the row. (2 mark)
- b. Make the date format into **Long Date** and **Currency** into Rs with 2 decimal points. (3 mark)
- c. Create a formula to calculate the Total Expenditure (Total Exp). (2 mark)
- $$Total\ Exp = Expenditure - Refund$$
- d. Create a formula to calculate the profit. (2 mark)
- e. Create a formula to calculate the totals of each column. (2 mark)
- f. Calculate average profit for each month separately. (2 mark)



	A	B	C	D	E	F	G
1	Weekly Income Schedule						
2		Expenses	Revenue	Total Exp	Income	Profit (Loss)	
3	6-May	423.98	62		550		
4	13-May	598.12	67.73		780		
5	20-May	410.45	45		659.9		
6	27-May	499.1	33.75		653.98		
7	3-Jun	370.25	28.12		583		
8	10-Jun	440.8	56.25		589.12		
9	17-Jun	530.25	51.75		695.8		
10	24-Jun	490.55	96.75		653.6		
11							
12	AVG May						
13	AVG June						
14							

Figure 2: Weekly Income Schedule

3. Sporty (Pvt) Ltd would like to maintain their inventory under each department using a database. You are required to create a database named **Inventory.accdb** with following two (02) tables as given below. (6 mark)

Table Name: **Department**

Field name	Data type	Description/ Format
Dep_no	Text	Unique ID
Dep_name	Text	20

Table Name: **Store**

Field name	Data type	Description/Format
Item_ID	AutoNumber	Unique ID
Dep_no	Text	20
Description	Text	255
Price	Currency	Currency, 2 Decimal places
Quantity	Number	Long Integer

- a. Set the primary key as **Dep_no** to the table **Department** and **Item_ID** to the table **Store**. (2 mark)
- b. Add following records to the table **Department**. (2 mark)

Dep_no	Dep_name
1	Production
2	Material
3	Sales
4	Logistic

c. Add following records to the table **Store**.

(2 mark)

Item_ID	Dep_no	Description	Price	Quantity
1	1	Machine	\$13,000.00	2
2	3	Rubber Ball	\$45.00	100
3	3	Plastic Cricket Bat	\$145.00	135
4	3	Wooden Cricket Bat	\$275.00	100
5	3	Tennis Bat	\$870.00	65
6	2	Rubber Sheet	\$300.00	165
7	4	Steel Cupboard	\$12,000.00	7

d. Create the relationship between the two (02) tables in order to maintain referential integrity. (2 mark)

e. Generate a query to display Dep_no, Dep_name, Item_ID, Description, Price and Quantity of items and name the query as **Item details**. (4 mark)

f. Display the maximum price value of items in the query "item details" created above, using **Totals** option. (2 mark)

g. Create forms to update, delete and insert data to each table. (2 mark)

h. Create a report to display Dep_no, Dep_name, Item_ID, Description, Price and Quantity details and name it **Store Report**. (3 mark)

