Uva Wellassa University of Sri Lanka
Faculty of Science and Technology
Department of Computer Science and Technology
100 level 1st Semester Examination – Jul./Aug. 2016
ESD103-2 Information Technology

Uva Wellassa University

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 **Voucher_Letter.docx**.

Feb 15, 2016

<<FirstName>> <<LastName>>
<<Address>>
<<City>>

Dear <<Title>> <<FirstName>>,

Thank you for attending our product launching presentation on <<Presentation Date>>. Enclosed is Rs.2000.00 complementary product voucher. The voucher is valid in all our outlets until <<Valid date>>.

Sincerely yours,

Mark Alwis
Marketing Executive

Figure 1 : Voucher Letter

a. Change the layout of the Voucher_Letter.docx page as given below
   - Page size: A4 (8.2" x 11.69")
   - Page orientation: Portrait

b. Change the page margins of the Voucher_Letter.docx file as follows
   - Top: 1.00"
   - Bottom: 1.00"
   - Right: 0.75"
   - Left: 0.75"

c. Create the following table in a new MS Word file and save it as **Data_Source_Voucher.docx**.

Title	FirstName	LastName	Address	City	Presentation Date
Mr	Roy	Perera	No.13,Main Street	Maharagama	Feb 04,2016
Ms	Ramani	Perera	No:14,Galle Road	Bambalapitiya	Feb 06,2016
Mr	Pubudu	Senevirathne	56,High Level Road	Nugegoda	Feb 04,2016
Mr	Kamal	Wijesinghe	Temple Road	Boralesgamuwa	Feb 10,2016
Ms	Rani	Silva	Anne Avenue	Kirulapone	Feb 04,2016

d. Prepare the letter for each person given in the table. Use 'Data_Source_Voucher.docx' as the data source.

e. Mention the **Valid date** of each letter.
   Condition: If the Presentation Date is Feb 04,2016, the Valid date should be March 04,2016. Otherwise it should be March 10,2016.
   Save the merged documents as **Voucher_Merged_Letters.docx**.

(15 mark)

2. Create a MS Excel workbook as below and save it as **Course.xlsx.**
   a. Rename the worksheet1 as **Student Results**.
   b. Create the table given below using following instructions.
      - Merge the cells as shown in the Figure2.
      - Add table borders.
      - Bold the title and column headings.

	A	B	C	D	E	F	G	H
1								
2		STUDENT RESULTS						
3								
4		First Name	Last Name	Information Technology	Mathemetics	English	Average	Course Results
5		Jack	Thomson	55	40	55		
6		Gill	Ferguson	40	40	37		
7		Paul	Nixon	75	69	79		
8		Peter	Evans	74	53	70		
9		Adam	Morris	55	37	40		
10		Jack	Anderson	90	86	59		
11		Alison	Evans	65	58	80		
12						Rounded Maximum Average Mark		
13								

Figure 2: Student Results

a. Insert a new column named **Student ID** before First Name column and fill the column with numbers starting from 1.
b. Calculate the average mark for three subjects of each student using an appropriate function.
c. Use a suitable function to fill the Course Results column with following condition. If a student's average mark is greater than or equals to 50 they pass the course, otherwise they fail.
d. Sort the table in ascending order using First Name and then Last Name.
e. Round the maximum average value into zero decimal point using combination of two(02) functions.
f. Highlight the failed students using conditional formatting.
g. Add current date and the page number in the worksheet footer.

(20 mark)

3. ABC Bank would like to maintain their loan details using a database. You are required to create a database named **loan.accdb** with the relevant tables as given below and generate queries and reports as required.

Table Name: **Loan**

Field name	Data type	Description/ Format
LoanID	Text	20
Category	Text	20
Interest Rate %	Number	Double/Percent

Table Name: **Customer**

Field name	Data type	Description/Format
CustomerID	Text	20
Name	Text	20
Address	Text	25
Age	Number	Long Integer
LoanID	Text	20
Loan date	Date/Time	Short Date
Branch	Text	20
Loan amount	Currency	Standard

a. Set primary keys as 'LoanID' to the table Loan and 'CustomerID' to the table Customer.
b. Add the following records to the table Loan.

LoanID	Category	Interest Rate %
L05	Vehicle	0.08
L10	Housing	0.12
L17	Land	0.03

c. Add the following records to the table Customer.

CustomerID	Name	Address	Age	LoanID	Loan date	Branch	Loan amount
LC001	Dayarathne	Gampaha	45	L17	6/9/2016	Gampaha	30,000.00
LC002	Nimal	Angulana	44	L05	5/12/2016	Angulana	200,000.00
LC003	Menike	Kolonnawa	38	L10	4/21/2016	Kolonnawa	800,000.00
LC004	Uvindu	Kotahena	29	L05	5/18/2016	Kotahena	500,000.00
LC005	Shamina	Meebedda	32	L17	3/8/2016	Meebedda	700,000.00

d. Create the relationship between the two (02) tables to maintain referential integrity.

e. Generate a query to display CustomerID, Name, LoanID, Loan date, Branch, Loan amount, Category and Interest Rate %. Name the query as 'Loan details'.

f. Extract the customer detail that exceed the loan amount 500,000.00 from the above query and get the sub total of loan amount. (*Hint: use Totals option*)

g. Create another query named as 'Interest fee' to display LoanID, Category, Interest Rate%, CustomerID, Name and Loan amount.

h. Calculate the monthly interest fee to be paid to each loan amount in the above' Interest fee'query using the following expression and name the column as 'Interest fee'. (*Hint: use Builder option)*

[Loan amount][Interest Rate %]*1/12*

i. Create forms to update, delete and insert data to each table.

j. Create a report named 'Loan Report'to display interest fee query details.

(25 mark)