Uva Wellassa University of Sri Lanka
Faculty of Science and Technology
Department of Computer Science and Tchnology
100 Level 1st Semester Examination –Sept. /Oct. 2015
ESD 103-2 Information Technology

Uva Wellassa University

Part B

Instructions to candidates
Duration: **Two (02) hours**
Number of questions: **Three (03) questions**
Answer all questions
Create a folder in desktop and rename with your **Index Number**
Create separate files for each questions inside the folder
Download the **Resource** folder from CMS
Zip your folder, then upload to the CMS
Removable storage devices are strictly prohibited

1. Open a new MS Word file and save it as **Q1_Reunion_Invitation.docx**

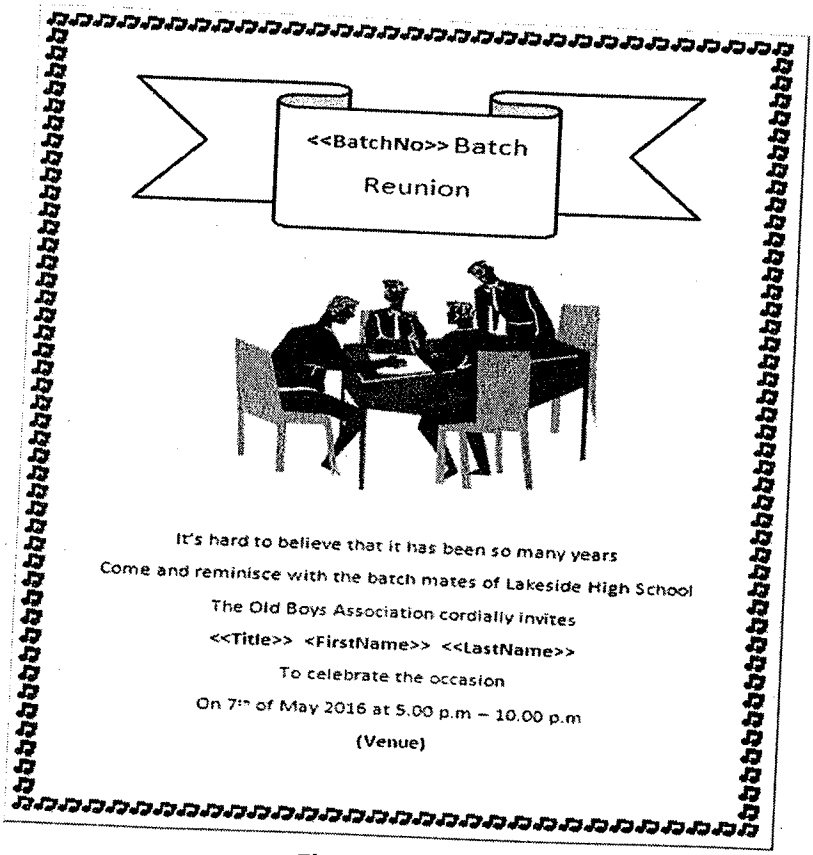

Figure 1

a. Change the layout of the page as given below. (1 Mark)

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

b. Change the page margins as follows. (1 Mark)

>Top: 1.22" >Bottom: 1.22" >Right: 1.22" >Left: 1.22"

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c. Design the above invitation (Download the "Resource" folder to get the image). (4 Mark)

d. Apply a decorative style to the heading of the invitation using **Word Art**. (1 Mark)

e. Save the current word document. Then open a new MS Word file. Create the following table and save this word file as **Data_Source_Reunion.docx**. Then close it. (1 Mark)

Title	FirstName	LastName	BatchNo
Mr	Jack	Steven	2007
Ms	Nancy	Fernando	2008
Mr	John	Smith	2008

f. Prepare the "Reunion" invitation card for the each person given in the table. Use **Data_Source_Reunion.docx** as your data source. (5 Mark)

g. Mention the **venue** of each invitation.
Condition: If the BatchNo is 2008, the venue should be Hotel Kingsbury. Otherwise it should be Hotel Galadari . (2 Mark)
Save the merged documents as **Q1_Merged_Reunion.docx.**

2. Mr. Kumara is an employee who works as an Operational Assistant at the ABC Company. He maintains an excel workbook named as **MySchedule.xlsx** to manage his monthly salary. The description of his each month schedule is given below.

Create a Microsoft Excel **worksheet** as given below and rename it as **Schedule**. (3 Mark)

Monthly Schedule

		Jan	Feb	Mar	Apr	May
Income		Rs 20,000.00	Rs 23,789.00	Rs 20,000.00	Rs 23,789.00	Rs 23,789.00
Expenditure	Food	Rs 8,000.00	Rs 13,000.00	Rs 7,600.00	Rs 8,000.00	Rs 8,000.00
	Electricity	Rs 867.50	Rs 789.00	Rs 567.00	Rs 785.00	Rs 867.00
	Water	Rs 200.00	Rs 354.00	Rs 230.00	Rs 534.50	Rs 200.60
	Other	Rs 2,320.00	Rs 1,765.00	Rs 3,500.75	Rs 1,657.00	Rs 2,320.00
	Total					
Savings						

Figure 2

a. Use appropriate cell **formatting** for the contents of the table. (2 Mark)

b. Write a function to calculate the total expenditure in each month. (3 Mark)

c. Mr. Kumara has allocated **20%** of income for savings in each month. Write a formula to calculate the savings. (3 Mark)

d. Calculate the total amount of money that he has saved. Write the formula in cell **H10**. (2 Mark)

e. Write a function to calculate the average expenditure in cell **H9**. (2 Mark)

f. Find how much balance is available after allocating money for savings and expenditure of each month. Write your formula in cell **C11** to **G11**. (3 Mark)

g. Round down the balance amount into zero decimal point in cell **C12** to **G12**. (2 Mark)

3. Sanora Bakers (Pvt) Ltd Company requires a database to manage their employee details. You are requiered to create the database **Employ_Info.accdb** with the following tables containing their salary information. (6 Mark)

Table Name: **Employee**

Field name	Data type	Field Size/Format
Emp_ID	Text	20
Emp_name	Text	20
Div_ID	Text	20
Hired_date	Date/Time	Medium Date
Tel_no	Number	Long Integer

Table Name: **Division**

Field name	Data type	Field Size/Format
Div_ID	Text	20
Div_name	Text	25

Table Name: **Salary**

Field name	Data type	Field Size/Format
Sal_ID	AutoNumber	20
Emp_ID	Text	20
Gross_Sal	Currency	Currency
Advance_paid	Currency	Currency
Increment	Currency	Currency

a. Set the primary Key as Emp_ID to the table **Employee,** Div_ID to the table **Division** and Sal_ID to the table **Salary**. (1 Mark)

b. Add the following records to the table **Employee**. (2 Mark)

Emp_ID	Emp_name	Div_ID	Hired_date	Tel_no
emp001	Sarath	D3	05-Aug-01	789012343
emp002	Namal	D2	08-Jun-01	776543211
emp003	Sherin	D3	16-Jul-08	754545321
emp004	Malaa	D1	19-Sep-08	765434567
emp005	Nalini	D2	12-Sep-07	789012345

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c. Add the following records to the table **Division**. (1 Mark)

Div_ID	Div_name
D1	Production
D2	HR
D3	Sales

d. Add the following records to the table **Salary**. (2 Mark)

Sal_ID	Emp_ID	Gross_sal	Advance_Paid	Increment
1	emp001	$13,000.00	$3,000.00	$5,000.00
2	emp002	$12,000.00	$2,000.00	$0.00
3	emp003	$15,000.00	$0.00	$2,500.00
4	emp004	$10,000.00	$2,000.00	$3,000.00
5	emp005	$18,000.00	$0.00	$0.00

e. Create the relationship between the three (03) tables in order to maintain referential integrity. (2 Mark)

f. Generate the following **queries** based on above data.

i. Display the records about Emp_ID, Emp_name, Div_ ID, Div_name, Hired_date, Tel_no, Gross_sal, Advance_paid and Increment. Name the query as "Employee Details". (2 Mark)

ii. From the Employee Details query generated above, extract employees who were hired before 2005 and change their increment to $5000.00. (1 Mark)

iii. Create another query, which display above data (Employee Details query) with an additional column named as **Net Salary**. Then calculate the net salary based on the equation given below *(Hint: Use **Builder** Option)*.Save the query as "Net Salary". (3 Mark)

Net Salary = Gross_Sal – Advance_Paid + Increment

iv. Get the total net salary for the employees who are from D3 division (*Hint: Use **Totals***) . (1 Mark)

g. Create **forms** to add, update and delete data to each table. (1 Mark)

h. Create a **report** which displays "Net Salary quary" details of all employees.Name it as Employee Salary Report.Make necessary formatting to the layout(Resizing text box,adding theme and topic, etc). (2 Mark)

i. **Export** "Employee Details" query and "Net Salary" query details in to **excel worksheets** and save those sheets inside the folder. (1 Mark)