



- Answer all questions.
- Time Allocation: Two (02) hours.
- All resource files are available in your Z drive.
- Save your work in the Z drive with your examination number.
- ZIP all files together and rename the ZIP file with your examination number, then upload to the CMS.  
(e.g. UWU\_EX\_13\_0001)
- Removable storage devices / drivers are not allowed.

1. Open the given MS Word document and save it with your examination number.
  - a. Type the following paragraph at the beginning of the given document and then apply the following formatting and edit the document.

The livestock we rear for meat emit more greenhouse gas than the entire world's transport! The greenhouse gas that livestock produce is called methane. Methane, together with other greenhouse gases like carbon dioxide contribute to global warming by acting like a blanket surrounding the whole planet, trapping the sun's heat within the atmosphere and causing global temperatures to rise. Chemical waste from factories and sewage works can also cause pollution that can get into our rivers and seas, which soon carry the harmful particles for miles.

- i. Change the font type to "Courier New"
  - ii. Justify the paragraph.
  - iii. Insert a border to the paragraph and change the border color to green
  - iv. Change the font color to blue.
- a. Do the necessary formatting to the first paragraph (Natural Hazard) of the given document to make it appear as follows.

A Natural Hazard is a natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. Ex. Earthquake, Tsunami etc.



Various phenomena like earthquakes, landslides, volcanic eruptions, floods, tornadoes, blizzards, tsunamis, and cyclones are all natural hazards that kill thousands of people and destroy billions of dollars of habitat and property each year. However, natural hazards can strike in non-populated areas and never develop into disasters. However, the rapid growth of the world's population and its increased concentration often in hazardous environments has escalated both the frequency and severity of disasters. With the tropical climate and unstable land forms, coupled with deforestation, unplanned growth proliferation, non-engineered constructions which make the disaster-prone areas more vulnerable, tardy communication, poor or no budgetary allocation for disaster prevention, developing countries suffer more or less chronically by natural disasters.

- b. Apply the headings as given below for the following topics
- i. Natural Hazard - **Heading 1.**
  - ii. The largest world disasters 2008-2011 – **Heading 3**
  - iii. Environment - **Heading 1.**
  - iv. Electricity- **Heading 2.**
  - v. Rainforests (Deforestation) - **Heading 2.**
  - vi. Pollution - **Heading 2.**
- c. Insert a blank page into your document and then insert the **Table of Content.**
- d. Insert the following captions for the **figures** and then insert a **Table of Figures** after the “table of content”.

- Figure 1: Natural Hazard.
- Figure 2: Electricity.
- Figure 3: World energy consumption.
- Figure 4: Rainforests.
- Figure 5: Pollution.

(30 mark)

1. Kithsiri is a casual employee. Given below is a table that he has created to keep track of his income and expenses.

	A	B	C	D	E	F	G	H
	Month	Salary (Rs)	Food (Rs)	Children's Expenses (Rs)	Loans (Rs)	Bills (Rs)	Other expenses (Rs)	Savings (Rs)
1	January	35000.00	10000.00	3500.00	8000.00	2500.00	5000.00	6000.00
2	February	40000.00	4000.00	11500.00	8000.00	1700.00	9000.00	5800.00
3	March	32500.00	8500.00	5200.00	1500.00	2000.00	4400.00	10900.00
4	April	38200.00	10500.00	4500.00	3700.00	1500.00	5200.00	12800.00
5	May	42100.00	12000.00	5000.00	2000.00	3500.00	7000.00	12600.00

**Note: Write appropriate function to get the output**

- a. What was the minimum salary he received during given period? (Enter the answer into the cell “J10”)
- b. He wishes to save his five months savings in a fixed deposit. How much would he be able to deposit? (Enter the answer into the cell “J11”)
- c. How many months he earns greater than Rs. 35,000.00 and save more than Rs.10,000.00? (Enter the answer into the cell “J12”)
- d. In March expenses for food was Rs. 8500.00 and saved Rs. 10,900.00. What amount did he spend on bills during that month? (Enter the answer into the cell “J13”)
- e. What is the maximum amount he has spent on other expenses? (Enter the answer into the cell “J14”)

(35 mark)

2. XYZ organization has decided to create an MS Access database to store all the details about employees in the organization. You are required to create the following Access database to store details listed below.

Table Name – TblEmpDetails

Field Name	Data type	Description
EmpID	10 digits	Employee ID
EmpName	25 characters	Employee Name
NIC	10 characters	National Identity Card Number
EmpBDate	date/time	Birth date of the employee

Table Name – TblEmpSalary

Field Name	Data type	Description
EmpID	10 digits	Employee ID
BSalary	currency	Basic Salary of the employee
OverTime	currency	Over time Payments
Allowances	currency	Other Payments

- Set the field "EmpID" as the primary key for both tables.
- Create the relationship between these 2 tables and maintain referential integrity for this relationship.
- Insert at least 5 sample data for each table.
- Create a query to show Employee ID, Employee Name, and Basic Salary of all the employees those how getting more than or equal Rs.25000 basic salary.
- Create a report to list down "EmpID", "BSalary", "OverTime" and "Allowances" of all the employees. Insert a new field to show Total salary by calculating sum of "BSalary", "OverTime" and "Allowances".

(35 mark)

