

Part B

Instructions to candidates

Duration: two (02) hours

Number of questions: Three (03) questions

Answer all questions

Mark allocation: 60 mark

Create a folder in **Desktop** and rename with your **Index Number**

Create separate files for each questions inside the folder

Download **Resource** folder from the CMS

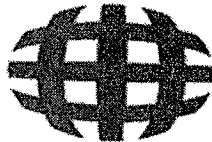
Zip your folder, then upload to the CMS

Removable storage devices are strictly prohibited.



1. Open a new MS Word file and save it as **Q1_Letter.docx**.

Infoglobal (Pvt) Ltd
Innovative IT solutions
www.infoglobal.com



12/08/2015
<<Title>> <<FirstName>> <<LastName>>
<<Address>>
<<City>>

Dear <<Title>> <<FirstName>>

We have received your application for the position of <<Position>> and we would like to schedule an interview at <<Time>> on Monday 20th August.

Please bring your current resume and samples of your work to the interview.

Thank You.

Yours Sincerely,
Anne Perera
(Tech Lead)
Infoglobal (Pvt) Ltd

Infoglobal (Pvt) Ltd
Tel & Fax + (94) 11 3545113, 112326870
Colombo 03, Sri Lanka

Figure 1

- a. Use appropriate cell **formatting** for the contents of the table. (2 Mark)
- b. Create a formula to calculate the sub total. (3 Mark)
- c. Write an appropriate function to calculate the total number of books purchased in cell **E11**. (2 Mark)
- d. Write a function to calculate the total amount that he has to pay for the purchased books in cell **F11**. (2 Mark)
- e. Sort the table in ascending order by quantity. (2 Mark)
- f. Round up the total payment into zero decimal point and enter the answer in cell **F12**. (2 Mark)
- g. Find how much he has paid to purchase children category books. (Enter your answer in cell **F13**). (3 Mark)

3. Sporty (Pvt) Ltd would like to maintain their inventory under each department using a database. You are required to create a database call **Inventory.accdb** with the relevant tables as given below. Generate queries and reports as required. (5 Mark)

Table Name: **Department**

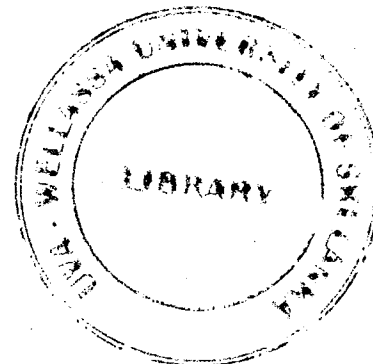
Field name	Data type	Data Type/ Format
Dep_no	Text	20
Dep_name	Text	20

Table Name: **Store**

Field name	Data type	Data Type/Format
Item_ID	AutoNumber	Long Integer
Dep_no	Text	20
Description	Text	255
Price	Currency	Currency
Quantity	Number	Long Integer

- a. Set the primary key as "Dep_no" to the table **Department** and "Item_ID" to the table **Store**. (1 Mark)
- b. Add the following records to the table **Department**. (1 Mark)

Dep_no	Dep_name
1	Production
2	Material
3	Sales
4	Logistic



c. Add the 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. Name the query as "Item details". (3 Mark)
- f. Display only the details which related to Dep_no equals 3. Add a column as **Total Price** to the Item details query using **builder** option and get the total price based on price and quantity for each item. (4 Mark)
- g. Display the maximum price value and sum of total price under the table using **Totals** option. (2 Mark)
- h. Create **forms** to update, delete and insert data to each table. (2 Mark)
- i. Create a **report** to display query details and name it as **Store Report**. Perform necessary formatting (resizing text box, adding theme and topic, etc.). (3 Mark)