

- (h) Insert “picture4.jpg” picture in under the 5th line.
- (i) 1st paragraph should be justified.
- (j) In the header insert your name and your index no.
- (k) 1st paragraph line spacing 1.5.
- (l) Review all steps again and resave “Practical Part Question 01.docx”.

(Total 15 Marks)

Question No. 02 (08 Marks)

NICNo	Employee Full Name			Designation	Working Place	City
	Title	FName	SName			
483081863V	Mr	K.P.	Siripala	Drivers	Ministry of Public Administration & Home Affairs	Colombo 7
507075809V	Mrs	A.G.	Tamara	Management Assistant	Department of Irrigation	Baddegama
507291023V	Miss	K.D.A.	Irangani	Management Assistant	Ministry of Public Administration & Home Affairs	Colombo 7
510442784V	Mr	K.	Dayaratna	Management Assistant	Ministry of Housing & Common amenities	Battaramulla
511401151V	Mr	R.A.	Weerasena	K.K.S.	Divisional Secretariat	Wariyapola
511470390V	Mr	K.K.	Jayapala	Management Assistant	Tripoli Army Camp	Colombo 10
512300464V	Mr	D.	Sena	Grama Niladhari	Divisional Secretariat	Kaduwela

- (a) Change the Landscape page and create above table.
- (b) Change the Distribute rows.
- (c) Review all steps again and resave “Table.docx”.

(Total 08 Marks)

Question No. 03 (18 Marks)

Open the excel “Practical Part Question 03.xlsx” sheet on your examination folder.

Let say the student marks are based on the following if the student marks,

85 or above	A
70 to 84	B
55 to 69	C
40 to 54	D
Below 40	F

- (a) Use formula to calculation.
- (b) Now click on the Cell **C4:C12, E4:E12, G4:G12, I4:I12, K4:K12** – the location where one of the results (“A” or “B” or “C” or “D” or “F”) will be displayed.
- (c) Calculate Average marks for each Student - Cell L4:L12
- (d) Review all steps again and resave “Practical Part Question 03.xlsx”

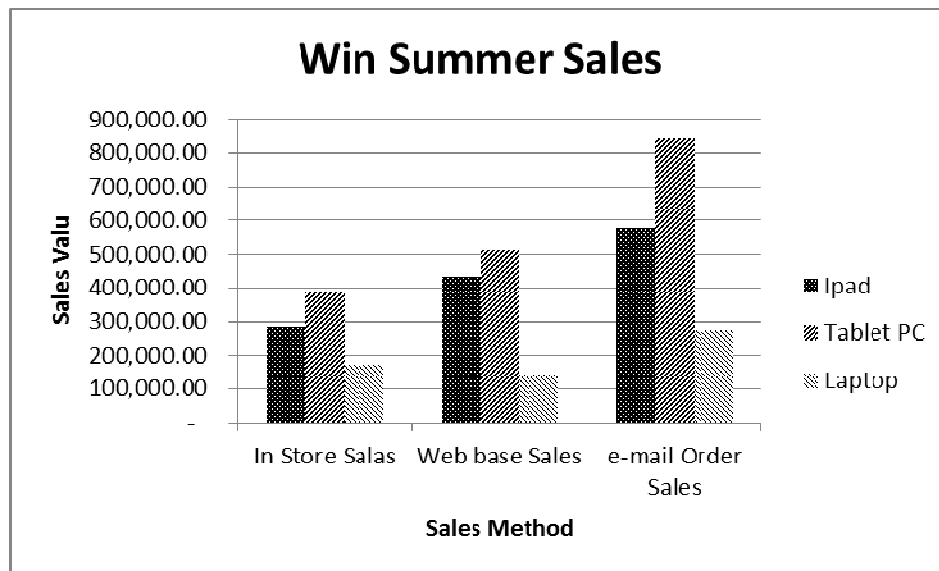
(Total 18 Marks)

Question No. 04 (12 Marks)

The following table illustrates the Sales sheet by B & W Co. (Pvt) Ltd.

Wind Summer Sales				
Product Name	In Store Salas	Web base Sales	e-mail Order Sales	Totals Sales
Ipad	284,962.00	436,214.00	578,245.00	
Tablet PC	392,145.00	514,723.00	845,632.00	
Laptop	175,485.00	145,852.00	275,635.00	
Total for each method				

- (a) Use excel sheet and enter above data.
- (b) Calculate the Total Sales.
- (c) Calculate the Total for Each method.
- (d) Create below chart.



- (e) Save the excel sheet as “Question No 04.xlsx” in examination folder.

(Total 12 Marks)

Question No. 05 (07 Marks)


Design the following 5 slides using PowerPoint for the following instruction (All picture including Exam folder).

- (a) Add slide transitions.
- (b) Set slide timing 5 second per one slide.



(Total 07 Marks)

Question No. 06 (10 Marks)



District No	District Name	Province No
0001	Colombo	001
0002	Kalutara	001
0003	Gampaha	001
0004	Galle	003
0005	Matara	003
0006	Hambantota	003
0007	Monaragala	002
0008	Badulla	002

Province No	Province Name
001	WP
002	UP
003	SP

You are required to:

- (a) Create suitable database and create Tables and enter above data & relate it.
- (b) Create database name “practical Question 06”.

(Total 10 Marks)
End of Part II
End of Practical Paper