Answer all questions

Follow the instructions to create documents, workbooks, presentations and databases required. You are required to save your results to your examination folder in your computer. You will be instructed how to access your folder. Please note that for questions one, two, three and five necessary files are stored in your folder.

Please number your answers in strict accordance with the numbering in the question paper. Credit will be given for orderly, neat and legible presentation of answers.

Question No. 01 (15 Marks)

Use “Practical Part Question1.docx” documents stored in your examination folder to answer the Questions given below. Your answers should exactly be similar to the printed answer sheet given to you.

(a) Open file Practical Part Question 01.docx documents.
(b) First page set 1.25” top margins and set 1.25” left & right margins and set 1” bottom margins.
(c) Insert “wordpic.jpg” picture top left corner.
(d) “Word 2010” Set the heading font size 48pt and Bold & Times new roman font.
(e) Spelling and Grammar should be corrected in the paragraph.
(f) Set paper size to A4.
(g) “To Customize the Ribbon:” Set the sub heading font size 19pt and bold & underline word only.
(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)**

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

(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.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>In Store Sales</th>
<th>Web base Sales</th>
<th>e-mail Order Sales</th>
<th>Totals Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipad</td>
<td>284,962.00</td>
<td>436,214.00</td>
<td>578,245.00</td>
<td></td>
</tr>
<tr>
<td>Tablet PC</td>
<td>392,145.00</td>
<td>514,723.00</td>
<td>845,632.00</td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td>175,485.00</td>
<td>145,852.00</td>
<td>275,635.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total for each method</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>275,635.00</strong></td>
</tr>
</tbody>
</table>

(a) Use excel sheet and enter above data.

(b) Calculate the Total Sales.

(c) Calculate the Total for Each method.

(d) Create below chart.

![Win Summer Sales Chart](chart.png)

(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)**

<table>
<thead>
<tr>
<th>District No</th>
<th>District Name</th>
<th>Province No</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Colombo</td>
<td>001</td>
</tr>
<tr>
<td>0002</td>
<td>Kalutara</td>
<td>001</td>
</tr>
<tr>
<td>0003</td>
<td>Gampha</td>
<td>001</td>
</tr>
<tr>
<td>0004</td>
<td>Galle</td>
<td>003</td>
</tr>
<tr>
<td>0005</td>
<td>Matara</td>
<td>003</td>
</tr>
<tr>
<td>0006</td>
<td>Hambantota</td>
<td>003</td>
</tr>
<tr>
<td>0007</td>
<td>Monaragala</td>
<td>002</td>
</tr>
<tr>
<td>0008</td>
<td>Badulla</td>
<td>002</td>
</tr>
</tbody>
</table>

**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