A Coron University Sri Lank

# EASTERN UNIVERSITY, SRI LANKA

## First Examination in Agriculture – 2001 Computer Literacy & Applications

Practical Proper & Repeat

Answer all Question

Time allowed: 02 Hour

Q	ues	tion	01

01.	Create type and G. H. G.
02.	Create two sub foldors "SCIPN constitution of the constitution of
03.	Create two sub folders "SCIENCE" and "COMMERCE" in A:\AGRO.  Copy any two document files to each of the folders "SCIENCE" and "COMMERCE" from  Write the attention of the files you consider that the size of the files you consider the files you can be set that the size of the files you consider the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that the size of the files you can be set that t
04.	write the steps to add A:\AGRO to the start menu
05.	
05.	Rename the extension of all files in A:\AGRO\SCIENCE to "xis"

### Question 02

a) Create the following document and save it as "Eastern" in your diskette.

Welcome to Computer Unit Easten Graphics Welcome to Computer Unit Easter Graphics Welcome Unit East

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#### Question 03

Open the "ABC-Company.xls" file in Hard disk .Use the data in this file to answer the following Questions:

Make columns width enough to view all data in the file.

Fill the fields Total and Full/Last Name using appropriate formulae using the following details. 02. No1. Total is calculated by the following formula "Bill Amount " - "Deduction" and adding 13.5% tax to it.

No2. In the "Full/Last Name" field, extract the "First name" without "Title" of each customer if the "Title" is "Mr", extract the "Last name" without "Title" of each customer if the "Title" is "Miss", else extract the "Full name" without "Title".

Save your work as "Name.xls" in your diskette. 03.

#### Question 04

Create an access Database with the name " Member" in your diskette. Create a table with the following fields:

Table Name: CUST

Fields Name	Field Type	
Serial	Auto Number	Primary Key
Name	Text(8)	1 minuty ficy
Letter	Text(1)	
First	Number	
Second	Number	
Third	Number	

Enter the given records carefully to the table.

Serial	Name	Letter	First	Second	Third
1	Raj	L	19	91	
,2	Rani	K	23	46	26 74
3	Yoga	L	43	74	69
4	Kumar	T	14	13	86
5	Leela	R	23	46	74
6	Rahu	P	75	12	79
7	Sri	K	46	49	27
8	Dolo	L	19	27	53
9	Niro	0	17	46	23
10	Saro	W	74	46	23

Consider the following conditions to create the queries bellow:

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FirstP:

The first price winner is the one who has the ticket which matches exactly with the Price

number's Letter, First, Second and Third digits.

SecondP :

The second price winner is the one who has the ticket which matches exactly with the price

number's First, Second and Third digits only.

ThirdP:

The Price number is

The third price winner is the one who has the tivket which matches with the Price number's Letter, First, Second and Third digits in any order.

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Third

	and and and and	in any order.	
Letter	First	Second	