



EASTERN UNIVERSITY, SRI LANKA
FIRST EXAMINATION IN SCIENCE 2002/2003 (Proper & Repeat)
FIRST SEMESTER (June/July, 2003)
CC 152-Practical work on CC 101

Answer All Questions

Time allowed: 3 Hours

Q1

- (i). Create a new folder **FirstYear** in your diskette.
- (ii). Create four subfolders **CC101**, **CC152**, **CS103** and **CS152** in the **FirstYear**.
- (iii). Copy any document file to each of the folders **CC101**, **CC152**, **CS103** and **CS152** from your hard disk. (It is important that the size of the files you copy should be less than 10Kb).
- (iv). Rename the copied files to **CC101Notes**, **CC152Programs**, **CS103Notes** and **CS152Programs**, respectively.
- (v). Copy the folder **FirstYear** in your diskette and rename it to **DuplicateFirstYear**.
- (vi). Hide the folder **FirstYear** fully.

Q2 Create the following document in MS Word and save it as *FreeService* in your diskette.

A FREE SERVICE FOR OUR READERS

Please send me FREE information from the companies circled below (circle as many as required):

1	2	3	4	5	6
7	8	9	10	11	12

Please tick (✓) one item from each category below:

- Do you currently subscribe to TIME magazine?
 - Yes
 - No
- What is your occupation?
 - Banking financial
 - Manufacturing
 - Education
 - Professions
 - Other: _____
- What is your job position?
 - Owner, partner
 - Middle management
 - Top management
 - Professional/technical
 - Other: _____

(Please type or print in block letters in English)

Name

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Address

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Country

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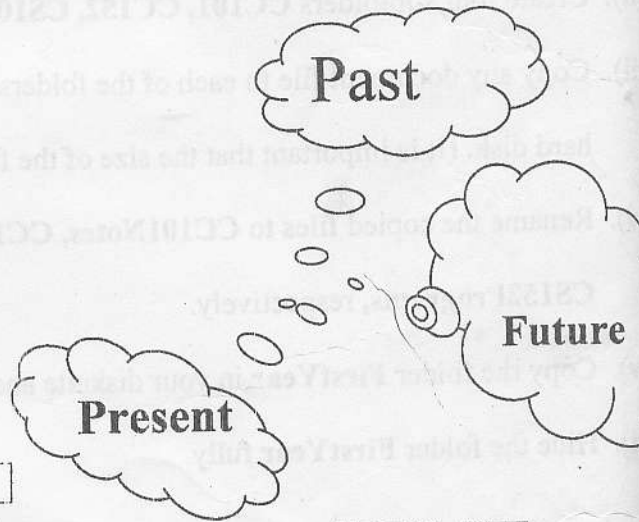
E-mail

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(Information will be sent by e-mail where possible.)

TIME INQUIRY PROGRAM

- American Express Green Charge Card**
- Canon Hongkong Company Ltd** www.canon.com
- Dataone (Asia) Pte Ltd** www.datan.com
- Hotel Okura** www.okura.com
- Kia Motors Corp** www.kia.com
- Salvatore Ferragamo** www.salvator.com
- United Airlines** www.ua.com



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You have been appointed by your lecturer to use Spreadsheet (MS Excel) to set up a marks sheet for first year students of the Faculty of Science, EUSL. Some of the features of the marks sheet are highlighted as follows:

AssessmentAverage, Average, and Grade must be generated automatically, for all rows.

AssessmentAverage = sum best of two assessment marks among three marks and then divide it by 2.

*Average = (AssessmentAverage + 2 * FinalAverage) / 3*

The grade column in the spreadsheet should be prepared as follows:

If Average \geq 75, print 'A'

If Average \geq 65 and Average $<$ 75, print B

If Average \geq 55 and Average $<$ 65, print C

If Average \geq 45 and Average $<$ 55, print D

Otherwise, print F

Registration No.	Assessment Marks			Final Average	Assessment Average	Average	Grade
	1	2	3				
PS 701	55	85	65	60	75 ((65+85)/2)	65 ((75+ 2*60)/3)	B
PS 702							
PS 703							
BS 601							
BS 602							
BS 603							
BS 604							

- (i). Prepare an Excel spreadsheet file for the above-mentioned marks sheet.
- (ii). Prepare a suitable **chart** to display the all students' average marks.

Q4

Create the database using MS Access with the name **UndergraduateStudents**. Design the following table under this database:

Students

Registration No.	First Name	Last Name	Sex	Date of Birth	City	Course Name	GP
PS 001	SUTHAN	MOHAN	MALE	11/12/75	BATICOLOA	CCNA	3.7
PS 002	KAJAN	RANI	FEMALE	10/09/77	JAFFNA	DIT	3.2
PS 003	GNANAM	PRABAH	FEMALE	07/01/75	VAVUNIA	CCNA	3.9
PS 004	SUMATHY	RAJAN	FEMALE	12/12/80	BATTICOLOA	DDPA	3.1
PS 005	ROHAN	ROSHAN	MALE	01/01/79	COLOMBO	CCNA	3.5
PS 006	UDAYANGA	PIYASRI	FEMALE	28/02/80	GALLE	DIT	3.7

Design a form for the table **Students** to enter data (form name is **FrmStudents**).

Create queries to retrieve the following informations from the **UndergraduateStudents** database.

- i) List all the students' last name.
- ii) List all the male students' last name and first name.
- iii) List all the students' last name who are from Batticoloa.
- iv) List all the students' last name whose GPA is greater than 3.5.
- v) List all the students' last name, GPA, and date of birth who finished the course CCNA.