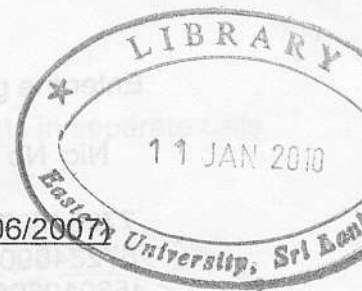


EASTERN UNIVERSITY, SRI LANKA  
FACULTY OF COMMERCE AND MANAGEMENT  
EXTERNAL DEGREE PROGRAMME  
FIRST EXAMINATION IN BUSINESS ADMINISTRATION (2006/2007)  
AND BACHELOR OF ECONOMICS-2007/2008  
(PROPER / REPEAT)(DECEMBER 2009/JANUARY 2010)  
EXB/EXE 1063 COMPUTER SOFTWARE AND APPLICATION (PRACTICAL)



Answer all Questions

Time: Three hours.

Question 01

Prepare the following using Ms-word software.

SALES PLANNING AGENDA

DATE : October 4<sup>th</sup>, 1997                      TIME : 9A.M to 4P.M

Who is Our Customer?

Demographic Analysis ..... 9:00 – 9:45 A.M.  
 Psychographic Analysis ..... 9:50 – 10:30A.M.  
 Lifestyles and AIO Study ..... 10:45 A.M – 12 P.M.

What are We Selling?

Research and Development ..... 1 :00 – 2:00 P.M.  
 Product Packaging ..... 2:05 – 2:45 P.M.  
 Pricing Structures ..... 3:00 – 3:30 P.M.  
 Incentives and Commissions ..... 3:35 – 4:00 P.M.

Please be prepared to give a ten-minute imprompt presentation

On the status of your department.

Specifically, mention the following issues :

- Employee Productivity
- Employee Satisfaction
- Resource Management
- Future Requirements

Your faithful V.P. of Marketing,

Your name.....

Question 02

a)

Create the an access database with the name "Department" in your diskette.

Create the table with the following fields:

Table name: Member

Field name	Field Type	Primary Key
Nic_No	text(11)	
Name	Text(25)	
Address	Text(30)	
Salary	Currency	
DateOfBirth	Date/Time	

Enter the given records carefully to the table

Nic_No	Name	Address	Salary	DOB
7723456778V	Jacobs, Russell	818, Ridge Rd	45000	12/12/45
672348904V	Betzger, Phillip W	666, fifth Ave	5000	01/03/85
456910695V	Boddie, John	340, Bridge pky	65000	03/05/23
490478122V	Sydow, Dan Parkl	16112, NE 113 <sup>th</sup>	5200	05/12/45
786789452V	Lloyd, John	3, Cambrige Ctr	45000	12/12/43
699673451V	Shiel, James R	666, Fifth Ave	25000	15/12/65
799865782V	Gaylord, Richard	390, bridge Pky	35000	02/02/45
916798345V	Bngnam, Kennetl	20, Park Place	54000	02/05/69
906745239V	Sellin, Paul	390, bridge Pkw	56000	02/03/45
874038752V	Kamin, Sam	3, Camgrige Cts	45000	02/05/69

b) Create the following queries given below:

Consider the following conditions to create the queries:

Query Name	Salary	DateOfBirth	Name
i) SalQ	>45000 and <60000	>01/01/1940	"*n*"
ii) NameQ	>=65000	None	Start with "S"
iii) Dat	None	>01/01/1945 and <01/01/1980	Start with "B" and End with "l"
iv) dateQ	None	>01/01/45 or <= 01/01/1980	
v) empq	None	None	"*o*" or "*n*"

Question – 03

a)

Create a workbook with the name "Student" in your diskette.

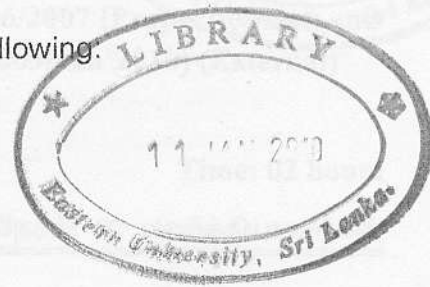
Input the following data in sheet 1 of your workbook and rename sheet 1 as "Details".

Student Name	marks	Grade	Last name
Ravi Sundar	75	A	KAMAL
Devolio Steven	65	B	JOHN
Fuller Nancy	55	C	NOKIA
Leverling Anne	35	D	ANNET
Peacock Laura	25	E	LAWRENCE
Buchanan Andrew	78	A	CROPER
Suyama Fuller	45	C	ADLENE
Michael King	30	D	JOHN
Margaret Robert	80	A	JAMES

b) Calculate the average, maximum, minimum marks of the students in separate cells.

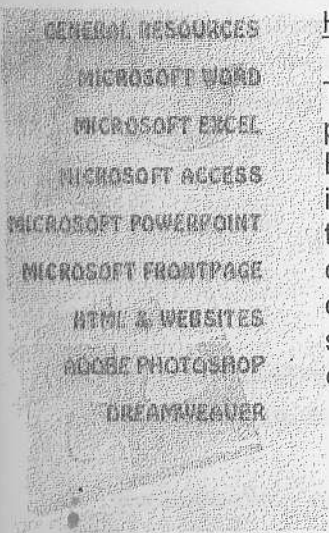
#### Question – 04

Using Power point Software create a slide to look similar to the following.



#### Question 05)

Using Hypertext markup language(HTML) ,Create a Web page to look similar to the following:



#### HTML Exercises

These exercises start from basics and are suitable for people with no previous website design or programming experience. Experienced users may be able to skim over the first few exercises but it is recommended that they be completed in order. I've found from teaching experience that people who skips steps invariably have to come back later to pick up what they missed. All of the following documents are in PDF format. The numbers in brackets indicate file size. Larger files may take a long time to open in slower internet connections.

- Contents & Intro (46kb)
- 1. HTML Info (99kb)
- 2. Site Planning & Design (50kb)
- 3. HTML Document Structure (207kb)
- 4. Links & Images (888kb)
- 5. Tables (286kb)
- 6. Frames (142kb)
- 7. Forms (122kb)
- 8. Formatting with Style (115kb)
- 9. Web Graphics (466kb)