



SLIATE
SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION
(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Management
First Year, Second Semester Examination – 2016
MAN1208 – Introduction to Information Technology

Instructions for Candidates:

Answer any 5 questions including first question.

All Questions carry equal marks

No. of questions : 06

No. of pages : 06

Time : Three hours (03 hours)

Question 01

[Total Marks 20]

01) Read the following questions and underline the most suitable answers.

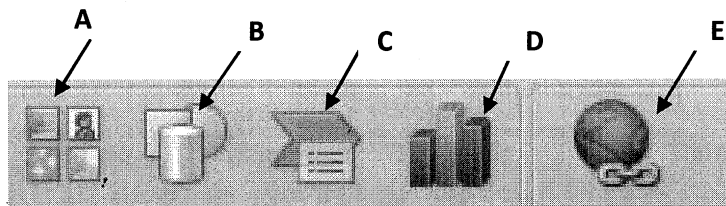
- i.) Which of the following short-cut keys insert current date in word document?
- a. Ctrl+D
 - b. Ctrl+Shift+D
 - c. Alt+Shift+D
 - d. All of above are incorrect
- ii.) Automatically placed 'Drop Cap' is dropped in
- a. 3 lines
 - b. 2 lines
 - c. 5 lines
 - d. 8 lines
- iii.) What function can be used to change the appearance of a document?
- a. Editing
 - b. Writing
 - c. Formatting
 - d. All of the above
- iv.) The extension of a Microsoft Excel is
- a. .docx
 - b. .txt
 - c. .xlsx
 - d. .pptx
- v.) Which symbol is used to enter a number as a text in MS Excel?
- a. Apostrophe(')
 - b. Double Quotes("")
 - c. Equal (=)
 - d. Plus (+)

- vi.) In Microsoft Excel short cut key is needed to insert a new work book.
- | | |
|-----------|-----------|
| a. Ctrl+C | c. Ctrl+O |
| b. Ctrl+N | d. Ctrl+M |
- vii.) Which tab is not available on the left panel when you open a presentation?
- | | |
|------------|-------------------------------|
| a. Outline | c. Notes |
| b. Slides | d. All of above are available |
- viii.) Which of the following sections does not exist in a slide layout?
- | | |
|----------|--------------|
| a. Title | c. Charts |
| b. Lists | d. Animation |
- ix.) From which ribbon you can select Slide Master?
- | | |
|-----------|---------|
| a. Design | c. View |
| b. Review | d. Home |
- x.) How can you create a uniform appearance by adding a background image to all slides?
- | |
|--------------------------------|
| a. Create a template |
| b. Edit the slide master |
| c. Use the auto content wizard |
| d. All of the above |

Question 02

[Total Marks 20]

- i.) State four (04) Ribbon tabs in Microsoft Word. (04 Marks)
- ii.) Write the name of following tools in Microsoft Word (*from A to E*) (05 Marks)



- iii.) Explain the uses of the following Keyboard Shortcuts. (05 Marks)
- | | |
|-----------|-----------|
| a. Ctrl+E | d. Ctrl+O |
| b. Ctrl+C | e. Ctrl+W |
| c. Ctrl+V | |
- iv.) List the types of document that you can work on Mail Merge. (05 Marks)
- v.) State three (03) different views available in Microsoft Word and briefly explain them. (06 Marks)

Question 03

[Total Marks 20]

- i.) State three (03) advantages of using computerized spreadsheets. (03 Marks)
- ii.) Explain the meaning of the content of following cells. (04 Marks)

	A
1	#VALUE!
2	#REF!
3	#####
4	#DIV/0!

- iii.) Name the function, which is used to write a long text into multiple lines without changing the width of a column. (03 Marks)
- iv.) Answer the following questions based on the information available on the excel worksheet presented below.

	A	B	C	D	E	F	G
1	Employee Salary Details						
2	First Name	Last Name	Full Name	Hours Worked	wages per Hour	Salary	Salary Range
3	Nimal	Gamage		38.25	Rs.125.50		
4	Saman	Ranaweera		39.50	Rs.150.50		
5	Ruwan	Samarasekara		32.75	Rs.165.50		
6	Nuwan	wijesinghe		39.00	Rs.170.00		
7	Sarath	Rajapaksha		41.25	Rs.120.50		

- a. Write the Excel formula or function for cell 'C3' to obtain the Full Name. (02 Marks)
- b. State the Excel formula or function to calculate the salary of each employee. (F3) (02 Marks)
- c. Write suitable functions to find the followings in the Salary column.
 - a. Highest salary
 - b. Lowest salary
 - c. Average Amount of the salary
 - d. Number of employee in salary Detail table (02 Marks)
- d. IF the salary is greater than or equal to Rs.5500.00, state "High Salary" otherwise "Low Salary" in column G. (02 Marks)
- e. Find the total Salary of those who earn more than Rs.5500.00 in cell 'G8'. (02 Marks)

Question 04

[Total Marks 20]

- i.) Explain the difference between relative and absolute cell referencing. (04 Marks)
- ii.) Eazy Garden Association arranged a Christmas function to their members. They have issued gate passes to cover-up their expenses. Here are the details of their income. Answer the following questions based on the information available on the excel worksheet presented below.

	A	B	C	D	E	F	G	H
1	Gate pass per person	Audlt=	Rs.120.00	child=	Rs.40.00			
2	LAZY Graden Chrismas festival							
3	Date	Number of Adults	Number of Childs	Total Visitors	Adult payment	Child payment	Total payment	Rank
4	20/12/2016	250	43					
5	21/12/2016	450	201					
6	22/12/2016	457	87					
7	23/12/2016	342	56					
8	24/12/2016	435	234					
9	25/12/2016	546	67					
10	26/12/2016	568	200					
11						Total		
12						Budget	Rs.500,000.00	
13						Remaining		

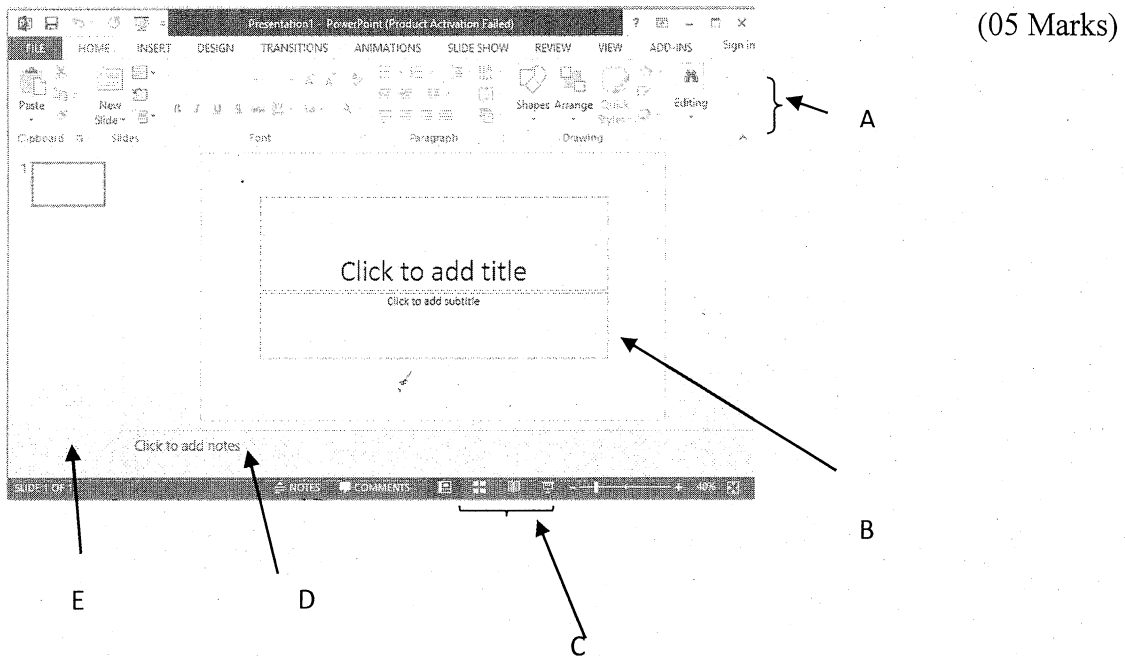
- iii.)
 - a. State suitable number category (data format) for each column. (02 Marks)
 - b. Write the formula or function for cell D4 to fill in the 'Total visitors'. (02 Marks)
 - c. State the formula for cell E4 and F4 to obtain child and adult payment. (02 Marks)
 - d. Write the formula or function for cell G4 to fill in the 'Total payment'. (02 Marks)
 - e. Consider the 'Total Visitors' column and rank them according to descending order in 'H' column (hint: write function to cell H4) (02 Marks)
 - f. Find the summation of total payment (G11). (02 Marks)
 - g. If the total income is greater than the budget amount, display the remaining amount. If not, display a warning in cell 'G13'. (02 Marks)
 - h. Write the criteria range for an advanced filter to filter the dates that shows the number of Adults more than 400 and number of children more than 200. (02 Marks)

Date	Number of Adults	Number of Children	Total Visitors	Adult payment	Child payment	Total payment	Rank

Question 05

[Total Marks 20]

- i.) State two uses of multimedia in business field. (02 Marks)
- ii.) What are the three (03) different views in MS PowerPoint (03 Marks)
- iii.) Identify the elements (A- F) of Word window and explain them briefly. (05 Marks)



- iv.) Why Master slide is important to a presentation? (04 Marks)
- v.) Write four important points you would consider in effective presentation (04 Marks)
- vi.) Give keyboard short keys to do the following tasks. (02 Marks)
 - a. To start a slide show from current slide
 - b. To insert new slide to your presentation

Question 06

[Total Marks 20]

- i.) State the activities that word processor can perform. (02 Marks)
- ii.) Write the differences between Animation and Slide Transition. (04 Marks)

iii.) State six (06) formatting facilities used in the following article and explain them.

(08 Marks)

Information		
<p>New Client:</p> <p>Runway Products</p> <p>Mr. Steve Thomas, president of Runway Products, chose B&B Consulting http://www.handbook.com</p> <p>After testing several software packages, Runway Products decided our experience and software</p>	<p>Administration, Extension 699.</p> <p>Training Session Available</p> <p><i>Training sessions</i> are available to all employees of B & B consulting starting March 18, 2000. These courses are designed to assist you through the transition period.</p> <ul style="list-style-type: none"> > Understanding Word basics > Using Word Documents > Using Advanced Word 	<p>Recently we chose Word as our word processing company standard.</p> <p>New Company Word Processing Standard</p> <p>This decision will impact our production and design of client manuals.</p> <p>We will be able to mix the client's text with pictures, charts or tables to give the document a professional, polished look; import old created on a character-based word</p>

iv.) Explain the following terms in Ms Excel.

(06 Marks)

- a. Advance Filtering
- b. Sorting
- c. Freezing