

**COMPUTER OPERATOR AND PROGRAMMING ASSISTANT
(PRACTICAL)
SEMESTER – I**

TIME : 8 Hrs.

MARKS: 100

Note:- Attempt Any Four questions in all. All questions carry equal marks.

1. **You are supposed to create a word processing file using MS Word 2007, according to the instructions given below.**

1. Open a new MS Word file and type the following text given in the box below.

Academy award

The Academy Awards, informally known as The Oscars®, are a set of awards given annually for excellence of cinematic achievements. The Oscar statuette is officially named the Academy Award of Merit and is one of nine types of Academy Awards. The Academy Awards ceremony is also the oldest award ceremony in the media; its equivalents, the Grammy Awards (for music), Emmy Awards (for television), and Tony Awards (for theatre) are modeled after the Academy.

Current special categories

Academy Honorary Award: since 1929

Academy Scientific and Technical Award: since 1931

Gordon E. Sawyer Award: since 1981

2. Correct any spelling errors displayed in the given text.
3. Save the document as <Your Index Number>_W01.
4. Change the layout of the page as given below.
>Page size: A4 (8.27" x 11.69") >Page orientation: Landscape
5. Change the page margins as follows:
>Top: 1.25" >Bottom: 1.25" >Right: 1.25" >Left: 1.25"
6. Format the entire document as given below.
>Line spacing: 1.15" >Font: Times New Roman >Font size: 14
>Align: Justify
7. Select the heading "Academy award" and format it as given below.
>Font color: blue >Style: Bold and underline >Align: Center
>Change all the letters to UPPERCASE
8. Make the first letter of the paragraph larger and fall into three lines (Drop cap).
9. Format the heading "Current special categories" with Style: Heading 2.
10. Create a bulleted list for the last 3 lines of text given under "Current special categories" and format it as follows
– *Academy Honorary Award*: since 1929
– *Academy Scientific and Technical Award*: since 1931
– *Gordon E. Sawyer Award*: since 1981

Contd...2/-

2. You are supposed to create a spreadsheet using MS Excel 2007, by following the instructions given below.

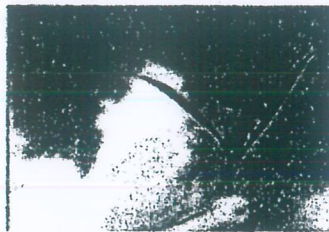
	A	B	C	D	E	F	G	H	I
1	Anne College								
2	Mark sheet for A/L Biology - Class A								
3	Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
4	1001	Liyanage	65	78	56	45			
5	1002	Ratnayake	53	85	88	78			
6	1003	Nilani	45	96	ab	98			
7	1004	Silva	78	76	76	65			
8	1005	Withanage	23	ab	74	36			
9	1006	Mendis	78	32	64	52			

1. Create a blank workbook in MS Excel 2007 and save it as "<Your Index no>_E01".
 2. Create a table with 7 rows and 9 columns in the cell range A3:I9, as shown in Figure 1.1. You have to bold and center the heading of each column.
 3. Insert a title "Anne College" and a sub title "Mark sheet for A/L Biology - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.
 4. Enter the data given under the columns, "Index No", "Name", "Physics", "Chemistry", "Biology", and "English".
 5. Use the relevant formula to calculate the *total marks of 'Liyanage' (Index No. - 1001)* and copy the formula to the relevant cells.
 6. Use the relevant formula to calculate the *average marks of 'Liyanage' (Index No. - 1001)* and copy the formula to the relevant cells.
 7. Format the "Average" column with *two decimal places*.
 8. Use the relevant formula to find the *rank of 'Liyanage' (Index No. - 1001)* and copy the formula to the relevant cells.
 9. Use conditional formatting to change the color of the cells of which the average mark is more than 60, in to *green*
3. You are supposed to create a presentation file using Microsoft Office PowerPoint 2007, according to the instructions given below
1. Create a presentation with four blank slides.
 2. Modify the presentation as follows.
 - a) Insert a suitable design template.
 - b) Insert a footer to show **Your name and your Registration No.** as given in the following example.

Contd...3/-

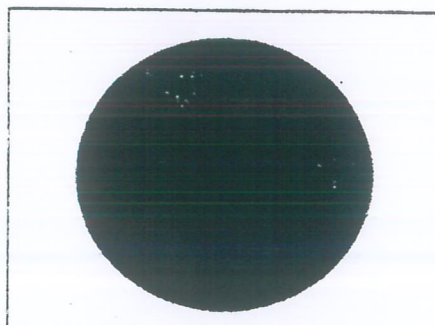
e.g. K.A.Perera | pcmb024

- c) Insert Today's date as a **fixed date** in the date area.
 d) Make necessary changes to appear **slide numbers** in the slide number area.
 e) Make necessary changes so that the footer, date and the slide number do not appear on the title slide (first slide).
3. Add content to the title slide (first slide) by following the instruction given below.
 a) Type "Tea" as the slide title and it's format should be
Font Type: Arial, Style: Bold, Size:96, Color: Black
 b) Type "©Wikipedia" as the sub title and insert the following image from the resources directory to a suitable location.



File name: P01 .jpg

4. Add content to the second slide by following the instruction given below.
 a) Type the slide title as, "Tea & Health effects" and format it as,
Font Type: Arial, Style: Bold, Size:44, Color: Black
 b) Insert the following content as shown below.
 – Tea is an aromatic beverage.
 – Here are some of the potential health benefits of tea;
 1. Immunity against intestinal disorders.
 2. Prevention of dental caries.
 3. In the third slide, add the following components.
 a) Type the slide title as, "Statistics"
 b) Insert the following table
Country Percentage
 China 48%
 India 39%
 Sri Lanka 13 %
4. In the fourth slide, add the following components.
 a) Type the slide title as, "Production as a Chart".
 b) Draw a **Pie chart** as given below using the tabulated data given in the third slide.



4. You are supposed to create and save a database with tables, relationships, and queries using MS Access 2007, according to the instructions given below.
1. You need to create a database for a public library to store book details. For this, create a blank database and save it with your index number and the Question code.
Eg: <Your Index Number>_A01
 2. Create a table called "Books" with the following fields.

Field Name	Type	Field size	Constraints
ID	Number		Primary Key
Title	Text field	50 characters	
Description	Text field	30 characters	
Category	Number		
No of copies	Number		

3. Add following records to the "Books" table using the "Books Form".

ID	Title	Description	Category	No of copies
1	Word	Hard cover	2	2
2	Computers	Hard cover	4	2
3	Access	Paperback	2	2
4	Art	Hard cover	1	1
5	Science	Paperback	3	1

4. Create another table called "Book Copies" with the following fields.

Field Name	Type
ID	Number
Book_ID	Number
ISBN	Number
Version	Number

5. Insert following records to the "Book Copies" table.

ID	Book_ID	ISBN	Version
1	1	1234	1
2	1	1235	2
3	2	1236	1
4	2	1237	3
5	3	1238	2
6	3	1239	3
7	4	1241	4
8	5	1242	7

Contd...5/-

6. Establish the Relationship between "Books" and "Book Copies" tables.
 7. Write a query called "Query_Book category" to display all books which belongs to given category; E.g. Category 02.
5. Create the following page typing HTML code. You can replace the image with any other if not available.

