18/B/C/S-1/2/NE   096/242

COMPUTER OPERATOR AND PROGRAMMING ASSISTANT
(PRACTICAL)
SEMESTER – I

TIME: 8 HRS.   **MARKS: 100**

Note: Attempt Any Five questions.

1. **You are supposed to create a word processing file using MS Word 2007, according to the instructions given below.**   **(20)**

1. **Make up** an interesting **Letterhead** and contact details and center it at top of letter. Use a **picture/ logo** at the top left of the page. Keep it small and appropriate. (Save something from the internet to your H drive if necessary)
2. Use today's date
3. Set appropriate tab stops for tabular area
4. Correct any misspellings
5. Use the correct complimentary close and finish off letter as you should
6. Save as **Letter3**

Ref PB/PK/A345

Mr Karl Newton
56 The Park
LISMORE
Co Waterford

Dear Sir

Fax Machine Accessories

Please find Enclosed our current booklet detailing our selection of fax machine accessories.

We feel sure you will find many items of interest in this booklet and would like to draw your attention to the following special effects:

Code	Item Desception	Sale Price
432809	Trim Fax Stand	£85.00
0984231	Eurotek Fax Station	£25.99
809432	Epson Machine Trolley	£35.00
984321	Twinlock Fax Holders£45.50	

You will note that our products are listed in 15 sections.

For your convenience, section numbers are listed for easy reference on page 2. we will be pleased to quote you for any special requirements you may have.

Yours ………

Ken Moore
General Manager

Enc

2. **You are supposed to create a spreadsheet using MS Excel 2007, by following the instructions given below.**   (20)

Use the worksheet given below to answer the questions that follow:

Employee Details						
Emp No	Name	Category	Basic Pay	Allowances	Gross Pay	Tax Deductions
E8	Cornell	Assistant	4,600	300		
E9	John	Assistant	3,500	450		
E2	Francis	Supervisor	6,508	500		
E3	Edwin	Management	8,006	1,801		
E10	Carl	Assistant	4,200	100		
E4	Bernard	Management	7,917	1,775		
E5	George	Supervisor	5,500	850		
E1	Lewis	Management	8,291	2,500		
E6	Albert	Supervisor	5,700	760		

Use the worksheet given below to answer the questions that follow:

Employee Details						
Emp No	Name	Category	Basic Pay	Allowances	Gross Pay	Tax Deductions
E8	Cornell	Assistant	4,600	300		
E9	John	Assistant	3,500	450		
E2	Francis	Supervisor	6,508	500		
E3	Edwin	Management	8,006	1,801		
E10	Carl	Assistant	4,200	100		
E4	Bernard	Management	7,917	1,775		
E5	George	Supervisor	5,500	850		
E1	Lewis	Management	8,291	2,500		
E6	Albert	Supervisor	5,700	760		

E7	Edward	Supervisor	7,151	1,545		
Tax Rate						
12%						

Questions

(i)   Make all the column titles bold, and size 12. Center the title, across columns A1:H1 and make it size 16, and Bold.

(ii)   Calculate the gross pay in cell **F4**.

(iii)   Calculate the amount of tax deducted from each employee, given that the tax rate is 12% of the gross pay. Tax rate is found in cell A16 of the worksheet.

(iv)   Format the text orientation in the range **A4:G4** to 0 degrees.

(v)   Adjust the column width such that all the headings are visible.

(vi)   In cell **H4**, enter the title **Net Pay** and calculate the Net pay for all employees.

(vii)   Format the range **G4:H13** to **zero** (0) decimal places.

(viii) Format the title **Net Pay** to match the other titles.

3. **You are supposed to create a presentation file using Microsoft Office PowerPoint according to the instructions given below**   (60)

Slide #1

After you select PowerPoint, you will be presented with your first PPT Slide.

Click in the "Click to add title" section and key in Microsoft.

Click in the "Click to add subtitle" section and key in the following:

        A Corporate Research Project
        Presented by (key in your name)

Click New Slide Icon on the top right of your screen

Slide #2

From text layouts, select Title and Text Slide

Click in the "Click to add title" section and key in Introduction

Click in the "Click to add text" section and key in the following:

        Description of Business
        History
        Major Competitors

Click New Slide Icon on the top right of your screen

Slide #3

From text layouts, select Organization Chart Slide (near bottom of layouts)

Click in the "Click to add title" section and key in Top Corporate Management

In uppermost box key in:	William H. Gates, III
	Chairman of the Board
In left hand box key in:	Richard F. Rashid
	Senior Vice President, Research
In center Box key in:	Steve A. Ballmer
	President and Chief Executive Office
In Right Box key in:	John Connors
	Senior Vice President and Chief Financial Officer

Click New Slide Icon on the top right of your screen

Slide #4

From text layouts, select Title, Text and Clip Art Slide

In "Click to add title" section key in Microsoft Culture

In "Click to add text" section key in the following:

> Innovative
>
> Creative
>
> Intense
>
> Non-Traditional
>
> Competitive

Double click to add clip art and select an icon of your choosing

Click New Slide Icon on the top right of your screen

Modifying Background and Transition

Select Slide Sorter View Button at bottom left of screen

From Edit Pull Down Menu, select all slides

From Menu Bar select Format and Apply Design Template

From Designs, select an appropriate background. Select Apply

From Slide Show Pull Down Menu, select Slide Transition and Cover Right

Run Slide Show

From Menu Bar select Slide Show and View Show

*****