

Ollscoil na hÉireann Gaillimh

National University of Ireland, Galway

Semester II Examinations 2002/2003

First Year B.A. (Economics and Social Studies) – St. Angela's College, Sligo

INFORMATION TECHNOLOGY

Exam Code: 1BA5
Module Code: CT120
Exam: Information Technology
Paper No: 2 – PRACTICAL PAPER
External Examiner: Prof. D. Bell
Internal Examiner(s): Prof. G. Lyons
Kathleen Meehan

INSTRUCTIONS

Attempt ALL questions.

ALL questions carry equal marks.

Provide printouts as requested on the paper provided.

All files must be saved in the T: Drive on the server (under your own CAO number) and ALSO copied onto a floppy disk (that will be provided) at the end of the exam.

Time allowed: Two Hours

QUESTION 1: EXCEL

a. Open Excel and enter the following data:

ABC Computers Ltd							
	Oct	Nov	Dec	Cost	Education	Total	Sales
Item Description	Sales	Sales	Sales	Price	Price	Sales	Average
Std keyboard	27	22	15	2.8			
Non std keyboard	65	33	41	8.2			
14" Monitor	26	20	13	40.94			
15" Monitor	40	48	37	90.23			
Mini Tower	69	52	41	27.91			
Graphics Card	0	1	0	18.12			
24 Speed CD	43	27	18	39.54			
32 Speed CD	2	5	9	86.47			
P11 Processor	24	12	7	94.02			
P111 Processor	45	21	14	155.24			
Totals							
Summary Information							
Education Markup %	1.20						
Average Monthly Sales							
Overall Total Sales							

- b. Save your work and call the file **Question 1**.
- c. Change the widths of the columns so that all data is displayed in full.
- d. Right align all headings from 'Oct Sales' to 'Sales Average' and bold all these headings on these two rows, including 'Item Description'.
- e. Under the heading 'Education Price' create a formula (using absolute referencing) to calculate the price of each item to Education once the Markup % has been applied (see summary information). Replicate this formula for all items.
- f. Under the heading 'Total Sales' create a formula using the SUM function and multiplication to calculate the overall total of the Oct to Dec sales to the Education sector. Replicate this formula for all items.
- g. Opposite 'Totals' insert a suitable Sum function to calculate the total of the Oct sales. Replicate this formula for Nov and Dec sales.
- h. Opposite 'Average Monthly Sales', use the Average function to calculate the average of 'Total Sales'.
- i. Opposite 'Overall Total Sales', use the Sum function to calculate the total of 'Total Sales'.
- j. Under the heading 'Sales Average' use the IF function to show "Above Average" if the total sale price is greater than the 'Average Monthly Sales' or "Below Average" if it is less than the 'Average Monthly Sales'.
- k. Display all monetary fields with 2 decimal places, leaving the remainder of the fields in integer format (no decimal places).
- l. Display 'Overall Total Sales' in currency format using the Euro symbol.
- m. Change the heading 'ABC Computers Ltd' to size 20, Tahoma font style, and font colour to Red and centre across all columns.
- n. Create a Bar Chart to show sales for November and December, using a legend and appropriate axes labels – ensure final display is tidy and any text legible (this will be used in Question 3).
- o. Insert your name as a header and print one copy ensuring all is contained on one page.
- p. Print a further copy showing column/row headings with the grid lines and all formula in full.
- q. Save and close your file.

QUESTION 2: ACCESS

- a. Open Access and create a new database called **Question 2**.
- b. Create a table using similar (or the same) column headings as in Question 1 (Excel). Choose data types as necessary based on the information in Excel. No primary key is to be used.
- c. Copy the complete data for all Sales items (Std Keyboard to P111 Processor) from Question 1 and append into the Access table.
- d. Call this table **4th Quarter Sales** and adjust column widths as deemed necessary so that all the data can be seen.
- e. Carry out the following queries that matches the following criteria:
 - i. All sales average that are 'Above Average' in ascending order of 'Total Sales' - call this query **Above Average**
 - ii. All keyboard items – call this **Keyboards**.
 - iii. All items whose 'Cost Price' falls between €20 and €40 and in descending order of 'Item Description' – call this **Cost Price 20-40**.
- f. Create a report from 'Above Average' query in landscape – call this report **Target Breakers**.
- g. Insert your name in the header area of this report and print the report.
- h. Save and close your file.

QUESTION 3: WORD

ABC Computers Ltd

4th Quarter Report

Below is feedback for the 4th Quarter Sales to the Education Sector from the Accounts Department. Please let me have your comments on these results and where necessary any remedial action that may be required.

Above Average

Insert 'ABOVE AVERAGE' query from Question 2

Cost Price €20 - €40

Insert 'COST PRICE 20-40' query from Question 2

Keyboards

Insert 'KEYBOARD' query from Question 2

Please remember at all times it is your responsibility to:

Meet your targets

Maintain customer satisfaction

Meet the aims and objectives of our sales team

INSERT A PAGE BREAK AT THIS POINT

December Sales

It is obvious from the graph below that the December sales dropped below target. This may have been because of seasonal issues but it is important that we come up with a strategy for next year that sales are not significantly down due to seasonal issues. Perhaps the sales team might meet for a brainstorming session to come up with possible solutions.

Insert Bar Chart from Question 1

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- Open a new document in Word and change left and right margins to 2.5cms and the top and bottom margins to 2cms.
 - Insert the above as requested (including queries, charts and page breaks) spellcheck, proofread, and save as **Question 3**.
 - Centre the top line 'ABC Computers Ltd' – change to Arial Font, Size 20 and Colour Red and draw a box around this text.
 - All other text to be fully justified.
 - All side headings to be Arial Font, Size 16 and Colour Red. (5 side headings)
 - Add bullets to the list under 'Please remember at all times it is your responsibility to:' and change just this list to 1½ line spacing.
 - Enter your name in the Top Right as a Header and page numbers middle bottom
 - Print your document.
 - Save and close the file.