

Ollscoil na hÉireann Gaillimh

National University of Ireland, Galway

Semester II Examinations 2003/2004

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 – <u>PRACTICAL PAPER</u>
External Examiner:	Prof. D. Bell
Internal Examiner(s):	Prof. G. Lyons Kathleen Meehan

INSTRUCTIONS

Attempt ALL questions.

Question 1 = 45 marks

Question 2 = 30 marks

Question 3 = 30 marks

Provide printouts as requested on the paper provided.

All files must be saved **ONLY** in the **R:** Drive on the server
(under your own CAO number).

Time allowed:	Two Hours
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QUESTION 1: EXCEL

- a. Open Excel and enter the following data, wrapping column headings as shown below:

STUDENT RESULTS - YEAR 1 (Practical)									
Surname	First Name	Excel Assignment	Access Assignment	PP Assignment	End of Year Test	Total Marks	Marks as % of 100	Average Marks	Pass or Fail
Smith	Terrence	18	12	18	17				
Black	Caroline	16	16	15	9				
Jones	Ken	15	13	14	10				
Corry	Harold	10	9	11	8				
Williamson	Odette	11	10	8	11				
Somers	Valentio	15	12	9	8				
Geraghty	Vincent	16	14	10	11				
McNabb	Andrew	9	8	10	9				
McTiernan	Kenneth	17	14	14	15				
Holland	Victor	8	9	10	7				
	Maximum Score								
	Minimum Score								
Summary Information									
Pass Mark >=	50%								
Total Marks =	80								
No of Students									
Overall Average									

NOTE

(For information purposes only, do not type this note):
The total marks possible for all four tests is 80.

- Save your work and call the file **Question 1** in your T Drive area under your CAO No.
- Change the widths of the columns so that all data is displayed in full.
- Centre align all column headings except 'Surname' and 'First Name' and bold all column headings.
- Under the heading 'Total Marks' use a suitable function to calculate the total marks for each student.
- Under the heading 'Marks as % of 100' create a formula using absolute referencing to calculate the % achieved by each student (see summary information). Replicate this formula for all entries.
- Under the heading 'Average Marks' use a suitable function to calculate the average mark for each student. Replicate this formula for all entries.
- Change the format of the average marks to show only 1 decimal point.
- Under the heading 'Pass or Fail' use the IF function in conjunction with absolute referencing to show "Pass" if the % marks is greater than or equal to that under the Summary Information, show "Fail" if the % mark is less than this figure. Replicate this formula for all entries.
- Opposite 'Maximum Score' use a suitable function to calculate the maximum score for the excel assignment. Replicate this formula for the remaining tests.
- Opposite 'Minimum Score' use a suitable function to calculate the minimum score for the excel assignment. Replicate this formula for the remaining tests.
- Opposite 'No of Students' use a suitable function to calculate the number of students taking tests.
- Opposite 'Overall Average' use a suitable function to calculate the overall average for all the students.
- Format this figure to show no decimal places.
- Change the heading "Student Results - Year 1 (Practical)" to size 20, Times New Roman, and font colour to Red and centre this heading across all columns.
- Format all figures so they are centre aligned.
- Create a Bar Chart to include only the surname of the student showing the results of the Excel and Access assignments. Show a legend at the bottom of the chart; name the 'Y' axis 'Marks Achieved' and a Chart title 'Excel/Access Results'. Eliminate the grey background and remove the vertical line – ensure final display is tidy and all text is legible (this will be used in Question 3).

- r. Insert your name as a header and print one copy using landscape orientation ensuring all is contained on one page.
- s. Print a further copy showing column/row headings with the grid lines and all formula in full, ensuring all is contained on one page.
- t. Save your file.

QUESTION 2: ACCESS

- a. Open Access and create a new database called **Question 2** in your T Drive area.
- 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. Call this table **Results**.
- c. Copy the complete data for all Students (Smith to Holland) from Question 1 and append into the Access table. (The Marks as % figures will probably change from their original % to either 1 or 0, or 100% or 0%, this is acceptable).
- d. Call this table 'Results' 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 Students who have passed, showing the scores with the highest first - call this query **Pass Results**. Only show the fields 'Surname', First Name' and 'Total Marks'.
 - ii. All students whose surnames commence with S and have scored 50 or more in their total marks. Call this query **S over 50**, show all fields except the four individual test results.
 - iii. All students who's average mark falls between 12 and 15. Ensure that the Average Marks is the first column in the query followed by the Surname and First Name fields only with the surname in descending order. Call this query **Average Students**.
- f. Create a report from the **Results** table in landscape – Group this report by the pass or fail status of student and within each group students in alphabetical order of surname, call this report **Students Result Report**.
- g. Insert your name in the header area of this report and print the report.
- h. Save your file.

QUESTION 3: WORD

STUDENT RESULTS - YEAR 1

EXCEL & ACCESS

It has become evident from the results achieved in the Excel and Access assignments that more attention might be given to access in the future. In the chart below it can be seen that the Excel results are of a higher calibre than the Access results.

Insert Bar Chart from Question 1 in Excel in the centre

The following are the results from the overall results:

Pass Results

Insert 'PASS RESULTS' query from Question 2 in the centre

'S' over 50

Insert S OVER 50 query from Question 2 in the centre

Average Students

Insert AVERAGE STUDENTS query from Question 2 in the centre

WHERE DO WE GO FROM HERE

The following will be the subjects covered next year, if any additions or deletions are to be made these adjustments need to be notified 2 months prior to commencement of year 2.

Word Processing - Intermediate

Excel - Intermediate

Access - Intermediate

Presentation to be given using PP

Portfolio of work to be completed for 30% of year 2 marks

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- Open a new document in Word and change left and right margins to 3.5cms and the top and bottom margins to 1.5cms.
 - Insert the above as requested (including queries from Access and bar chart from excel) spellcheck, proofread, and save as **Question 3**, do not include the italicised text.
 - Insert a page break at the heading 'Where do we go from here'.
 - Centre the top line 'STUDENT RESULTS - YEAR 1' – change to Arial Narrow Font, Size 30 and Colour Blue, and use a double underline under this text.
 - All paragraph text to be fully justified.
 - All sub headings to be Tahoma Font, Size 16, bold and underlined. (2 sub headings)
 - Apply bullets to the list from 'Word Processing to Portfolio'.
 - Change the bullet list to 1½ line spacing and indent 2cms from the left margin only.
 - Enter your name in the Top Right as a Header and page numbers in the footer to the middle.
 - Print your document ensuring that all fits on two pages.
 - Save and close all files.