COMPUTER APPLICATION

Paper 2

(PRACTICAL)

Writing Time: 2 hours

Total Marks: 50

READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Do not write for the **FIRST FIFTEEN MINUTES.** This time is to be spent reading the questions. After having read over the questions, you will be given **2 HOURS** to answer all the questions.

2. Create a folder on desktop with your **INDEX NUMBER** as the **FOLDER'S NAME** in the computer provided to you by the visiting examiner. Save all the work in folder.
   For example your folder should look like  012071090123 for the candidate whose **index number** is **012071090123.**

3. In this paper, there are **two questions: BOTH** questions are compulsory. The intended marks for a question or its parts are stated in the brackets. [ ].

4. Read the direction to each question carefully and save all your answers in the computer provided to you by the examiner.

5. **DO NOT** leave the examination hall before you made sure that you have answered all the required number of questions.

6. **SAVE YOUR WORK** from time to time to prevent loss of work due to unexpected power failure or hardware/software problem.

INSTRUCTIONS

This paper has TWO questions.
All the questions are compulsory.
The questions require full use of computer.
Your work must be saved in the computer provided.

Question 1 **[35 Marks]**

a) Using MS access, design a database to keep up to date records of Employee monthly expenditure. Save it as **"MonthlyExpense"**. **[1]**

b) Construct a table with the following fields and define appropriate data type.

i **EmployeeID, Name, Designation and AppointmentDate.** **[2]**

ii Create lookup column for the field Designation (Teacher, Accountant, Driver, Gup, Army Officer and Librarian) **[2]**

iii Assign primary key to **EmployeeID.** **[1]**

iv Save the table as **"EmployeeInfo".** **[1]**

c) Create another table with the following fields and define appropriate data type.

i **EmployeeID, Basic Pay, House Rent, Fooding, Education and Others.** **[2]**

ii Set the validation rule for basic pay as > 5000 and the validation text as "basic pay should be greater than 5000". **[2]**

iii Assign the primary key to an appropriate field. **[1]**

iv Save the table as "**EmployeeExpense".** **[1]**

d) Establish a relation between the given two tables. **[2]**

e) Design a form based on the above two tables

i. Enter at least six records **[1]**

ii. Use appropriate background, title, layout, fonts and alignment. **[3]**

iii. **Save** the form as Employee Form. **[1]**

f) Using the design view, create the following queries:

i. A query named DesignationQuery to view the list of employees who is **NOT** a teacher. **[2]**

ii. A query to view the list of employees appointed on and after 1/1/2000. Save the query as AppointmentQuery. **[2]**

iii. A query with the fields EmployeeID, Basic Pay, House Rent, Fooding, Education and others. Add another field (Total Expense) to find the total expenditure of each employee. Save the query as TotalExpenseQuery. **[3]**

iv. A query with the fields EmployeeID, Name, Basic Pay, Total Expense and add another field (Saving) to find the monthly saving of each employee. Save the query as SavingQuery. **[3]**

(hint: Saving= basic pay – total expense)

g) Prepare a report to view the information of individual employees with the following fields: **EmployeeID, Name, Designation, AppointmentDate, Basic Pay, House Rent, Fooding, Education, Others, Total Expense and Saving.** **[2]**

i. Use appropriate Background, layout, fonts, alignment title, page number and date. **[2]**

ii. Save it as "EmployeeReport"**.** **[1]**

Question 2 **[15 marks]**

a Using MS PowerPoint, design a presentation with six slides to explain the working of Database you have designed in **question 1**. Save your presentation as **EmployeeExpensePresentation.** **[1]**

b The slide should incorporate the following features:

i Choose different layouts for each slide. **[2]**

ii Select suitable background colours or images using design templates. **[2]**

iii Use appropriate fonts and align the text properly. **[2]**

iv Insert relevant wordart, cliparts, snapshots of tables, queries, forms and report from the database. **[3]**

v Apply special animations and transition to your slides. **[4]**.

vi Apply relevant information and logical orders. **[1]**