COMPUTER APPLICATIONS

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]

"Lho Mon Enterprise is an authorized dealer of electronic items and office equipment. It is located in the heart of Mongar Town. Each staff in the company deals with a specific item." Company's management requires a database solution to keep detail records of staff and track the sales performance of each staff.

a) Design a database using MS Access and save it as "*LhoMonSales*". [1]

b) Staff details table

    i. Create a table with a following fields: *Staff_ID, Staff_Name, Age, Gender, Dzongkhag, Date_of_Appointment, and Contact_No* with appropriate data types. [2]

    ii. The "*Age*" field should accept those staff whose ages are 25 and above. [1]

    iii. The Age field should prompt the message "*Age should be 25 and above*". [1]

    iv. Assign Primary Key to the appropriate field. [½]

    v. Save the table as "*LhoMonStaff*". [1]

c) Items record table

    i. Create a table named "*ItemRecord*" with the following fields: *Staff_ID, Item_Code, Item_Name, Cost_Price, Selling_Price,* and *Items_Sold* with an appropriate data type. [3]

    ii. Assign a primary Key. [½]

    iii. Use look up column for the field "*Item_Name*" with the following items: *Laptop, Desktop, Mobile, Printer, Scanner, Projector, Speaker and Television.* [2]

d) Establish a relationship between the two tables created above. [1]

e) Data entry form

    i. Design a form named "*LhoMonRecordForm*" to enter the records for both the tables created above. [2]

    ii. Add suitable title, date on the form footer, buttons, background, and fonts in the form. [2½]

    iii. Enter at least six records. [3]

f) Queries

    i.   Design a query to view staff from Punakha Dzongkhag who are 35 and above. Save the query as "*AgeDzongkhagQuery*". [2]

    ii.   Design another Query named "*NameEndQuery*" with the field; *Item_Code*, *Item_Name* and *Staff_Name* to view the records of those *Item_Name* which ends with " *r* ". Staff names in the query result should be in ascending order. [3]

    iii.   Create a query named "*AppointmentQuery*" to view staff who joined the company in the year 2007. [1½]

    iv.   Create a query to calculate the profit made on each item. The query should show only those staff who have made a profit of 5000/- and above. Save the query as "*ProfitQuery*". [3]

g) Sales report

    i.   Generate a report to view the information of items in the *LhoMonSales* with the following fields: *Staff_ID*, *Staff_Name*, *Item_Code*, *Item_Name*, *Cost_Price*, *Selling_Price*, and *Profit*. [2]

    ii.   Use appropriate background, layout, fonts, alignments, page number and title. [2]

    iii.   Save it as "*LhoMonSalesReport*". [1]

Question 1 [15]

a) Using MS PowerPoint, design a PowerPoint presentation to explain the working of the Lho Mon Enterprise's database solution. Your presentation should follow the presentation design principles. Save the Presentation as "*LhoMonDBSolution*". [1]

b) The Presentation should include all the following features:

    i.   Insert at least six slides with different layouts. [3]

    ii.   Select suitable background colour and design templates. [2]

    iii.   Use appropriate fonts and alignments. [2]

    iv.   Insert relevant WordArts, Cliparts, and Screenshots. [2]

    v.   Apply animations, slide transitions, and action buttons. [3]

    vi.   Set appropriate timing in a logical order. [1]

    vii.   Add presenters note in the second slide. [1]