COMPUTER APPLICATIONS

Paper 2

(PRACTICAL)

Writing Time: 2 hours

Total Marks: 50

READ THE FOLLOWING DIRECTIONS CAREFULLY.

1. **DO NOT** write during the **FIRST FIFTEEN MINUTES**. This time is to be spent reading the questions. After having read over the questions, you will be given **TWO HOURS** to answer all questions.

2. Create a folder on the Desktop with your **INDEX NUMBER** as the **FOLDER NAME** in the computer provided to you by the visiting examiner. Save all your work in the folder.

   For example: The folder should look like  010190010001 for a candidate whose **Index No** is **010190010001**.

3. In this paper, there are **TWO** questions. **BOTH** questions are **COMPULSORY**. The intended marks for each question or its parts are stated in the brackets **[ ]**.

4. Read the directions for each question carefully and save all your answers in your folder.

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

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

INSTRUCTIONS
ANSWER **ALL** QUESTIONS

Question 1

Green Tara Central School is located in Damphu under Tsirang Dzongkhag. It is one of the schools with boarding facilities in the dzongkhag. School mess in charge requires a database solution to manage mess items for the current academic year. Follow the instructions given below to create the database solution.

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

b) Items received table:

i. Create a table with following fields: *Item_Code*, *Item_Name*, *Quantity_Received*, *Date_Of_Entry*, *Item_Price* with appropriate data types. [2]

ii. Use look up column to create field *Item_Name.* Enter the following items: *Rice*, *Oil*, *Salt*, *Sugar*, *Tea leaf*, *Milk*, *Potatoes*, *Cheese*, *Egg* and *Pulses.* [2]

iii. Assign primary key to appropriate field. [½]

iv. The *Date_Of_Entry* field should only accept the items which are received before 17/12/2019. [2]

v. If the user enters a record after 17/12/2019, the system should prompt "*Item supplied is late!"*. [1]

vi. Save the table as *ItemReceived*. [1]

c) Items issued table:

i. Create another table with the following fields: *Item_Code*, *Quantity_Issued*, *Issued_For*, *Issued_By* and *Date_Of_Issue with* appropriate data types. (Note: Record for field *Issued_For* should have three options: *Breakfast*, *Lunch* and *Dinner*). [2]

ii. Assign a primary key to an appropriate field. [½]

iii. Save the table as *ItemIssued*. [1]

iv. Create appropriate relationship between the two above tables. [1]

d) Create the following forms to enter record into the tables you have created:
Item received form:

i. Enter at least six records using the form. [2]

ii. Use suitable title, background, layout, alignment and fonts. [1]

iii. Add a button to close the form. [1]

iv. Save the form as *ItemReceivedForm*. [1]

e) Item issued form:

i. Enter at least six records using the form. [2]

ii. Use a suitable title, background, layout, alignment and fonts. [1]

iii. Add a button to close the form. [1]

iv. Save the form as *ItemIssuedForm*. [1]

f) Design the following queries:

i. To find out the stock balance of each item. The query should display *Item_code*, *Item_Name*, *Quantity_Recieved*, and *Quantity_Issued* with a new field *Stock_Balance*. Save the query as *StockBalanceQuery*. [1½]
(Hint: Stock_Balance = Quantity_Recieved – Quantity_Issued).

ii. To display items received between 01/06/2019 and 15/06/2019. The query should display *Item_code*, *Item_Name, Date_Of_Entry* and *Item_Price* with *Item_Name* sorted in descending order. Save the query as *ItemSortQuery.* [1½]

iii. To display the items, whose name that starts with letter "S". The query should display *Item_code*, *Item_name*, *Quantity_Issued*, *Issued_For*, *Issued_By* and *Date_Of_Issue* with *Issued_By* sorted in ascending order. Save the query as *ItemQuery*. [1½]

iv. To calculate the *Total_Price* of each item. Save the query as *ExpenditureQuery*. [1½]

v. Generate a report to view the detail of all the items with the following fields: *Item_Code*, *Item_Name*, *Quantity_Recieved*, *Date_Of_Entry*, *Item_Price, Quantity_issued*, *Date_Of_Issue, and Total_Price.* [2]

vi. Use appropriate fonts, background, alignment, layout, page number and date. [2]

vii. Save it as *SchoolMessReport*. [1]

Question 2

a) Using MS PowerPoint, design a presentation to explain the working of mess management database you have designed in Question 1. Save your presentation as *School Mess Inventory*. [1]

b) Your presentation should include the following features:

i. Minimum of six slides with different layouts [2]

ii. Use appropriate and different design templates [2]

iii. Use appropriate fonts and alignment [2]

iv. Use relevant clip arts, word art, and snapshots where necessary [2]

v. Add presenter's note in each slide [2]

vi. Insert page number and date in all slides [2]

vii. Apply necessary animations and slide transition [2]