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பேராதனைப் பல்கலைக்கழகம்
UNIVERSITY OF PERADENIYA
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தொடர் தொலைக் கல்வி நிலையம்
CENTRE FOR DISTANCE AND CONTINUING EDUCATION

Diploma in Management and Development – Second Semester Examination – December 2019

DM 024 – ICT for Management

Time Allowed: 03 hours
This paper contains 05 questions
Answer all questions
Create a new folder on the desktop and rename it with your registration number. Save all your works in this folder
Total marks: 80

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a) Describe four (04) main uses of google apps for your current job role. *(6 marks)*

b) Discuss how internet can help you on your academic studies focusing on main two (02) features you have used on internet for the above purpose. *(4 marks)*

c) Explain three (03) security issues that can be occurred when using internet and e-mail. *(6 marks)*

d) Explain two (02) control measures that you can take for the above stated security issues.

(4 marks)

Total: 20 marks

2) Perform the following using Microsoft Word.

a) Type the following passage.

SECTION 04
The Academic Programs

- **Bachelor of Business Administration (BBA) (Special) Degree Program**
  o This degree program is being offered since 2008/09 academic year and the students qualified in the GCE Advanced Level Commerce stream are admitted to the program.
- **Bachelor of Commerce (B.Com) (Special) Degree Program**
  o The B.Com degree program, commenced in the 1960s, is taught by the Faculty of Management for those who have admitted to the faculty of Arts and fulfilled the qualifications in the first year studies to enter this degree program.
- **Bachelor of Science (B. Sc.) in Computation and Management (Special) Degree Program**
  o This degree program is offered since 2006 as a joint degree program in collaboration with the Faculty of Science. The students who get admitted to the Faculty of Science could follow this degree program.

SECTION 05
Departments of the Faculty

1. Department of Business Finance
2. Department of Human Resource Management
3. Department of Management Studies
4. Department of Marketing Management
5. Department of Operations Management -

(5 Marks)

b) Change the font size of the whole text to 14 and the line spacing to 2.5.

(2 Marks)

c) Insert page numbers in bottom left corner of the page and your registration number as the header of the document

(2 Marks)

d) Insert following table at the end of your document.

(4 Marks)

Year	Semester	Course Code	Course Title	Status C=Compulsory	Credits
2	1				
	2				

e) Generate the following automatic table of content at the beginning of the document

(4 Marks)

Contents

f) Display following set of data in a suitable graph.

(3 Marks)

Product	Revenue
A	1,000,000.00
B	5,000,000.00
C	2,000,000.00
D	4,000,000.00

E	2,500,000.00
F	3,000,000.00

Total: 20 marks

3) Perform the following using Microsoft Excel.

a) Insert the following data set into a Microsoft Excel worksheet.　　　　*(4 Marks)*

A	B	C	D
34	31	6	6
34	33	8	6
31	34	5	6
33	36	8	6
31	29	6	6
33	33	6	5
30	28	6	6
34	36	6	6
31	28	6	6
34	36	6	8

b) Calculate the average for each column and insert it at the end of each column.　　*(3 Marks)*

c) Calculate the total of each row and insert it in column E　　*(3 Marks)*

d) Display all the margins in the table. Align all the cells to Top Center alignment.　　*(1 Mark)*

e) Insert a new column before (left of) the column A.　　*(1 Mark)*

f) Insert following Registration Numbers in the new column; From MG/15/001 to MG/15/010　　*(3 marks)*

g) If the data set contains marks for a subject, calculate the grade for each student using the total marks calculated under section c) above. Cutoff marks for each grade are given below.　　*(5 marks)*

Grade	Cutoff Mark
A	85
A-	80
B+	75
B	70
C	Otherwise

Total: 20 Marks

4) Prepare a power point presentation on the theme of 'Environmental Pollution' with following guidelines.

- Presentation should have five (05) slides. *(2 marks)*
- Five slides should be consisted with slide outlines/themes of Title, Title and content/ Content with caption *(5 marks)*
- Slides should be used with transitions of Cut/Split/Push *(3 marks)*
- Draw a pie chart in one of the slides to indicate the following information. *(5 marks)*

    Air pollution - 1200
    Noise pollution- 600
    Water pollution - 360

- Change the topic of the pie chart to: "Major types of environmental pollution". *(2 marks)*
- Use smart art or a table in a selected slide appropriately. *(3 marks)*

Total: 20 Marks