



Stamford College

School of Secretarial and Administrative Studies

DIPLOMA IN EXECUTIVE SECRETARYSHIP (Semester 2)

DES/1/2/07 : INFORMATION AND COMMUNICATION TECHNOLOGY

Date: 27 February 2007, Tuesday

Time: 9.30am – 11.30am

Duration: 2 Hours

Instruction to Candidates

Question 1 from Section A is compulsory. Answer TWO out of FOUR questions from Section B.

Please ensure that this examination paper contains FIVE questions on SEVEN printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

This paper consists of 3 sections. Section A comprises ONE compulsory question on MS Power Point, Section B comprises TWO MS Excel questions and Section C comprises TWO MS Access questions.

Candidates are required to attempt Section A (10 marks), ONE question from Section B (20 marks) and ONE question from Section C (20 marks).

SECTION A (COMPULSORY QUESTION ON MS POWER POINT)

Section A consists of ONE question. Prepare your answer in MS Power Point. Prepare an attractive slide presentation with suitable pictures based on the following information:

Slide 1

Slide Presentation: Television

Slide 2

Introduction

- Television systems can be either monochrome (black and white) or colour.
- Television transmit images by electrical signals, by using the techniques of radio and by fibre optic and coaxial cables

Slide 3

Advantages of watching television:

- Activity for family together
- Fill up free time
- Help to find job/career choices
- Unlimited source of various news and knowledge

Slide 4

Disadvantages of watching television:

- Arguments about which channel to watch.
- Bad effects on children
- Watching Television breaks down communication within the family members.

Slide 5

Give 3 benefits of watching television for children:

(10 marks)

SECTION B (prepare your answer in MS Excel)

Section B consists of TWO questions. Candidates are required to answer only ONE question.

Question 1

BILL FORM				
No	Item	Quantity	Price Per unit	Net Price
1	Hawaiian pizza	9	35	
2	Lamb chop	5	25	
3	Steak	11	32	
4	Beef burger	12	5	
5	Cheese burger	6	4	
6	Muffin	4	3	
7	Soft drink	15	2.7	
8	Hot drink	20	3.5	
9	Salad	3	12	
Grand Total				

Note:

- (i) 15% discount for purchases more than 5 units
- (ii) 25% discount for purchases more than 10 units
- (iii) All items are subject to 5% government tax and 10% service tax

Instructions:

- (a) Calculate the total price, discount amount, price after discount, government tax, service tax and price after taxes (net price). Then calculate the grand total.
- (b) Arrange the items and the particulars in ascending order.
- (c) Display the maximum, minimum and average figures for total price, discount and net price.
- (d) Display in suitable chart, total price and net price of these items:
Beef burger, lamb chop, salad and steak.
- (e) Rename your worksheet as: Bill.
- (f) Display your formula for the above calculation in Sheet 2 and rename it as formula 1.

(Total = 20 marks)

Question 2a

Elite's partnership

Cash Flow As First Quarter 2006				
	Jan	Feb	Mar	Apr
Opening Balance				
INCOME				
Sales	560150	450250	400750	632000
Totals				
EXPENDITURE				
Salary	125000	134000	134000	15000
Bonus	0	27000	20000	1200
Entertaining	5600	7800	9600	8800
Totals				
Profit				
Closing Balance				

Note:

(1) Add in these income

	Jan	Feb	Mar	Apr
Consultancy	6900	10200	12000	11000
Subcontracting	2560	7500	15000	9800

(2) Add in these expenditure:

	Jan	Feb	Mar	Apr
Advertising	2400	2100	4200	2350
Rental	12500	15500	18100	18100
Motor Expenses	7500	9200	7700	7500

(3) Closing Balance of December 2005 is RM145000.

Instructions:

- a) Calculate the Profit, Closing Balance and Opening Balance based on the following formulae:

Opening Balance	=	Closing Balance of previous month
Profit	=	Total Income - Total Expenses
Closing Balance	=	Opening Balance + Profit

- b) Rename your sheet as Cash Flow

(14 marks)

Question 2b

Based on Elite partnership cash flow statement, create a new table to display the following:

- i) Profit figure for January to April .
- ii) Profit amount for each partners based on the following ratio:

Profit sharing ratio
Mimi : Meck : Mohan
2 : 3 : 4

(6 marks)
(Total = 20 marks)

SECTION C (MS Access)

Section C consists of TWO questions. Candidates are required to answer only ONE question.

Question 3

You are the secretary in Maju College. Today you are required to prepare this assignment in MS Access.

- a) Create a new database and save as Maju College.
- b) Create the Employee Table by using the Structure Table as shown below. Make the Staff ID as the primary key.

Add the data shown in the second table to the Employee Table

STRUCTURE OF THE EMPLOYEE TABLE:

Field Name	Data Type	Field Size	Description
Employee ID	Text	4	Primary key
Name	Text	12	Employee's name
Department	Text	3	CS = customer service, MKT = marketing, FNC = finance, OPT = operation, HR = human resource
Position	Text	3	SEC = secretary, OFF = officer, EXC = executive, MGR = manager
Date	Date/Time		Date of joining
Employee type	Text	2	FT = full-time, PT = part-time, CT = contract
Race	Text	1	M = Malay, C = Chinese, I = Indian, O = Others
Gender	Text	1	M = male, F = female

DATA FOR THE EMPLOYEE TABLE:

Employee ID	Name	Department	Position	Date	Employee Type	Race	Gender
2564	Monalisa	CS	SEC	5/12/2004	FT	M	F
3688	Edward	MKT	OFF	7/1/2001	PT	C	M
7588	Sharon	FNC	EXC	12/5/2002	CT	O	F
6395	Shobini	OPT	MGR	10/25/2001	FT	I	F
2366	Daniel	HR	OFF	7/19/1999	PT	O	M
7899	Margaret	OPT	SEC	11/20/2006	FT	C	F
7844	Johan	OPT	OFF	9/1/2004	FT	M	M
1522	Melissa	CS	EXC	10/10/2002	CT	O	F
2587	Robert Chu	FNC	MGR	1/1/2001	FT	C	M
2555	Alias	MKT	OFF	3/1/2006	PT	M	M
9832	David Lee	HR	OFF	10/1/2000	CT	C	M
2655	Fadhil	OPT	OFF	6/10/1999	FT	M	M
3698	Syarifah	FNC	EXC	10/1/2003	FT	M	F
9854	Li Ei Ling	MKT	MGR	1/10/1998	FT	C	F

- c) Display your report in landscape layout. Create a report listing according to this arrangement: Date in ascending order, employee ID, name, gender, race and department. Save as: Employee Report. (3 marks)
- d) Display a query list for all particulars of these employees' ID (7899, 9854, 1522 and 3688) except their gender and employee type. Save as: Query 1. (3 marks)
- e) Prepare a query list displaying all the particulars of male employees under these departments: Human Resource, Finance and Marketing. Save as: Query 2. (3 marks)
- f) Prepare a query list with employee's name in ascending order, position (officer and executive), employee type (full-time and part-time) and race for Malay and Chinese. Save as: Query 3. (4 marks)
- g) Prepare a query list with employees' ID in ascending order, name, date of joining before 10/1/2003, and gender for female only. Save as: Query 4. (3 marks)
- h) Prepare a query list with employees' name in ascending order, department (Customer Service, Marketing and Operation), and position for manager and secretary, employee type and race. Save as: Query 5. (4 marks)
- (Total: 20 marks)

Question 4

You work as a secretary in Excel Bhd. Today you are required to prepare this assignment in MS Access.

- Create a new database and save as: Excel.
- Create the Car Table by using the Structure Table shown below. Make the Code No as the primary key.
- Add the data shown in the second table to the Car Table.

STRUCTURE OF THE CAR TABLE:

Field Name	Data Type	Field Size	Description
Code No	Text	4	Primary key
Brand	Text	12	TOY = Toyota, HON = Honda, HYN = Hyundai, PRN = Proton, PRO = Produa
Model	Text	12	Model of the car
Manufacturer	Text	1	J = Japan, K = Korea, M = Malaysia
Date	Date/Time		Registration date
Car type	Text	3	MPV = Multiple purposes vehicle, FC = family car, WHD = 4 wheel drive, EC = economic car
Price	Number		
Quantity	Number		

DATA FOR THE CAR TABLE:

Code No	Brand	Model	Manufacturer	Date	Car type	Price	Quantity
2501	Honda	Jazz	J	10/5/2006	FC	78000	7
7851	Honda	Accord	J	12/11/2005	FC	96000	10
9633	Honda	City	J	5/10/2006	FC	85000	9
6981	Honda	Stream	J	3/9/2001	MPV	156000	10
2001	Honda	CRV	J	1/5/2005	WHD	135000	16
1899	Toyota	Vios	J	9/10/2004	FC	89000	15
1356	Toyota	Wish	J	7/1/2006	MPV	175000	3
2398	Toyota	Avanza	J	9/15/2005	EC	65000	25
9874	Toyota	Innova	J	10/1/2006	MPV	105000	10
4710	Hyundai	Sonata	K	6/5/2005	FC	125000	9
2019	Hyundai	Elantra	K	8/15/2003	FC	89000	4
1256	Hyundai	Accent	K	9/1/2006	FC	69000	28
6325	Proton	Perdana	M	8/5/2006	FC	105000	12
1488	Proton	Savvy	M	3/1/2005	EC	45000	9
7412	Proton	Waja	M	10/25/2006	FC	66000	22
5696	Produa	Kancil	M	7/20/2005	EC	32000	29
3695	Produa	Kembara	M	9/15/2004	WHD	52000	32

- d) Display your report in landscape layout. Create a report listing according to this arrangement: Date in ascending order, brand, model, car type, manufacturer, price and quantity. Save as: Car Report. (3 marks)
- e) Display a query list for all particular of these code ID (7851, 2001, 2398, 4710 and 7412) except their date and manufacturer. Save as: Query 1. (3 marks)
- f) Prepare a query list displaying all the particulars of car which manufactured in Japan and type of car fall under family car. Save as: Query 2. (3 marks)
- g) Prepare a query list with brand's name in descending order, model, price more than and equal to RM65000, type of car (family car and 4 wheel drive) and quantity more than 10 units. Save as: Query 3. (4 marks)
- h) Prepare a list for code no in ascending order, car's brand (Honda, Toyota and Proton), model, registration date before and on 10/25/2006, price more than and equal to RM89000. Save as: Query 4. (3 marks)
- i) A query list with code no in descending order, car's brand, model, manufactured in Japan and Korea, registration date after and on 8/15/2003, type of car (EC and family car) and price less than RM95000. Save as: Query 5. (4 marks)
- (Total: 20 marks)

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