

UVA WELASSA UNIVERSITY
DEPARTMENT OF COMPUTER SCIENCE & TECHNOLOGY
END SEMESTER EXAMINATION – SEMESTER I – 2006/2007
CST101 – 3 INFORMATION TECHNOLOGY
PRACTICAL EXAMINATION (GROUP I)

Time Allowed: **TWO HOURS**

Answer **all** questions

1. Import the data file **Data.txt** given in your **Z:** Drive into Microsoft Excel and save your Excel workbook as **Q1.xls**.
 - a. Sort the imported data in Descending order of EPF Number.
 - b. Calculate the Net salary, EPF and ETF for each employee using the formula, $EPF = 15\%$ of Gross Salary, $ETF = 3\%$ of Gross Salary and $Net\ Salary = Gross\ Salary + Allowances - Deductions$ where $Deductions = 10\%$ of the Gross Salary.
 - c. Highlight Net Salaries which are less then Rs. 20,000/= using Red color background. Hint: Use conditional formatting.
2. Prepare the Salary Slip for each employee using Mail Merge. Use the **Q1.xls** as your data source. The format of the Salary slip is given below. Save the original document as **Q2.doc** and Merged documents as **Q2-Merged.doc**.

TITUS INDUSTRIES

23/12, Nawala Road, Welisara. Tel: 011-2321321 Fax: 011-2321322
Salary Slip – December 2006

Employee Name: <<First Name>> <<Last Name>>
EPF No: <<EPF No>>
Designation: <<designation>>
Salary Scale: Rs. <<Salary Scale>>

Salary Details:

Gross Salary: <<Gross Salary>>
Allowances: <<Allowances>>
Deductions (10% For EPF): <<Deductions>>

Net Salary: <<Net Salary>>
 =====
15% EPF Employee Matching: <<EPF>>
3% ETF Employee Matching: <<ETF>>

Senior Accountant (Salary)