



Final Examination  
Semester 2 / Year 2012

COURSE : APPLICATION SOFTWARE – WORD, EXCEL & POWERPOINT  
COURSE CODE : APPL 1063  
TIME : 3 HOURS  
DEPARTMENT : CHINESE STUDIES  
LECTURER : YANG CHEE BENG

Student's ID :  
Batch No. :

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Notes to candidates:

- 1) The question paper consists of 3 pages and 3 questions.
- 2) Answer all questions.
- 3) Return the question paper and submit your answer to <http://cms.sc.edu.my>.

1. Create a payment voucher by Microsoft Word as below: (5 Marks)

Invoice No: <<Invoice No>> Date: <<Date>>  
 Pay To: <<Company>>

Quantity	Description	Unit price	Total Amount
<<Quantity>>	<<Description>>	<<Unit Price>>	<<Total Amount>>

\_\_\_\_\_  
 (Received by: \_\_\_\_\_ )

- a) Continue with the document format the document with: (10 Marks)
- i. Page size: A4,
  - ii. Font: Times New Roman, 10pt
  - iii. Margin: Top 0.8” Left 1.2” Right 0.8” Bottoms 0.8”
  - iv. Justify the paragraph
  - v. Add company name ‘**SS Focus Sdn. Bhd**’ to header
- b) Create a mail merge to merge document with name list as below: (15 Marks)

Invoice No	Company	Description	Quantity	Unit Price	Total Amount	Date
L10001	SP Furniture	Table	2	RM 120	RM 240	2012-10-01
L10002	A&B Trading	fluorescent light	20	RM 12	RM 240	2012-09-30
L10003	HIM Electric	Fan	2	RM 320	RM 640	2012-10-02

- c) Save your file with your student ID.

APPLICATION SOFTWARE – WORD, EXCEL & POWERPOINT

2. In Work Sheet create the table as below. (5 Marks)

Inventory Annual Report							
Supplier	Office Appliances	Quantity	Unit Price	Total Amount	Payment Term	Discount	Net Price
SP Furniture	Table	2	120		2		
A&B Trading	fluorescent light	20	12		0		
SP Furniture	Table	2	120		2		
A&B Trading	Chair	6	45		2		
SP Furniture	Chair	6	55		3		
HIM Electric	Fan	2	320		2		
HIM Electric	Fan	2	320		3		
HIM Electric	fluorescent light	20	13		0		
SP Furniture	White Board	1	390		2		
A&B Trading	Fan	3	350		3		
SP Furniture	Locker	1	450		4		
HIM Electric	fluorescent light	20	13		0		
							Total

- a) Calculate **Total Amount = Quantity x Unit Price.** (3 Marks)
- b) Based on the table use vlookup function calculate the discount rate for all transaction. (e.g if payment term is 2 month the discount rate is 10%) (12 Marks)

Payment Term	
0	0%
1-2 months	10%
3 months and above	20%

- c) The **net price = Total Amount – (Total Amount x Discount).** (4 Marks)
- d) Use appropriate function to calculate the total payment for each supplier as below.

Supplier	Total Payment
SP Furniture	
HIM Electric	
A&B Trading	

(8 Marks)

- e) **Except** using ‘sumif’ function, use appropriate tool to calculate total quantity for each office appliances as below.

Chair	
Fan	
fluorescent light	
Locker	
Table	
White Board	

(8 Marks)

- f) Create a pie chart based on question 2d) to show the percentage of total payment by each suppliers. (10 Marks)

3. Use your own design to a PowerPoint presentation of “Inventory Annual Report 2012”, your presentation need to be at least 6 slides long.

a) **Title**

Insert a title to first slide and apply a slide design to the PowerPoint presentation.

(2 Marks)

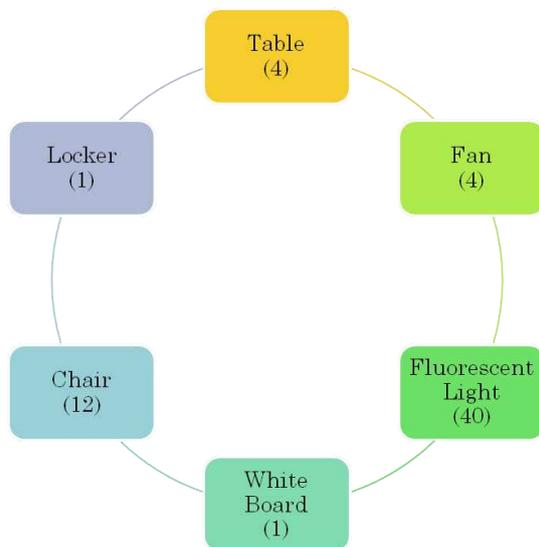
b) **Inventory Type**

Insert all 6 provided pictures and apply animation to these pictures.

(4 Marks)

c) **Total quantity of Inventory**

Insert a smart as below.



(8 Marks)

d) **Our Suppliers**

Insert the pie chart from your question 2.

(2 marks)

e) **Completed Report**

Insert the main table with answer from the question 2

(2 Marks)

f) Complete your slide by applying appropriate transition and animation methods.

(2 Marks)

g) Insert your name and student ID on footer.