

COMPUTER APPLICATIONS

Paper 2

(PRACTICAL)

Writing Time: 2 hours

Total Marks: 50

READ THE FOLLOWING DIRECTIONS CAREFULLY.

1. **Do not** write for the first **fifteen minutes**. This time is to be spent reading the questions. After having read over the questions, you will be given **2 hours** to answer all questions.
2. Be sure to save your work in the **computer** provided to you by the visiting examiner. Write your **index number** as the name of the file. Save your file in **My Documents**.
3. In this paper, there are **two questions**: Both questions are compulsory. The intended marks for a question or its parts are stated in the brackets.
4. Read the directions to each question carefully and save **all** your answers in the computer provided to you by the examiner. Remember to use your **index number** as the name of the file.
5. **Do not** leave the examination hall before you have made sure that you have answered all the required number of questions.

FOR VISITING EXAMINER'S ONLY

1. Please ensure that the computers are identified with unique three digit numbers (e.g. 001, 002,..., 999) before they are allotted to the candidates.
 2. The identity numbers of the computers must be mapped to the index numbers of the candidates using them and the same should be shown in the seating plan.
 3. Prepare the hard copy of the map of the candidates' locations (Seating Plan) in the examination laboratory by using their index numbers as explained in the *Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2007*.
 4. Please ensure that the candidates have saved their files properly. Transfer the files of the candidates to USB memory stick or CD only for sending to evaluation camp.
 5. Delete the files of the candidates **completely** from the computers after they are successfully transferred to USB memory stick or CD.
 6. In case a candidate has an empty file, discuss the case with the Convener and Supervising Examiner and record and report the decisions taken in the centre report. Candidate must sign on the report.
 7. Under any circumstances, no empty file should be sent without the written remarks by the visiting examiner, supervising examiner, convener and candidate concerned.
 8. Please arrange to send the practical examination documents (USB memory stick or CD, seating plan, etc.) to the evaluation camp like other BBE Examination documents.
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INSTRUCTIONS

This paper has TWO questions.

The questions require full use of computer.

All the questions are compulsory.

Your work must be saved in the computer provided.

Make sure you saved your work properly.

Question 1

[35 marks]

Using MS Access, design a database called “Library Management System” for smooth running and management of the library resources in a school. **[2]**

(a) Create and name the following tables appropriately, assign primary key in each table, use appropriate data type and enter at least five records in each table.

(i) A table to store user’s information including the following fields:
UserNo, Name, Class, Sec **[3]**

(ii) A table for keeping library resources records including the following fields:
AccNo, Title, Author, Publisher **[3]**

(iii) A table to keep issue details in the library with the following fields:
IssueNo, UserNo, AccNo, IssueDate, ReturnDate **[3]**

(b) Establish a relationship amongst the three tables created in (a). **[2]**

(c) Design a query to view the list of books issued at the end of the day which includes username, class, sec, Title of book, accNo and return date grouped by class in ascending order. **[8]**

(d) Design a user friendly form to enter data for one of the tables created in (a).
Include the features: alignment, fonts, color, background, title and navigation button. **[7]**

(e) Prepare a report to print the list of books issued to a particular use for the current day grouped by class and along with the return date. Format the report by using appropriate title, heading, page number and date, font, color and background. **[7]**

Question 2

[15 marks]

Using Microsoft Office PowerPoint, prepare a write up in the form of a slide show consisting of not less than six slides to explain the working of the library management system database in question 1 . Include the following features:

- a) different slides should have different layouts on a master slide; [3]
 - b) use of design template , background colors , proper formatting of fonts, alignment of text and clipart; [5]
 - c) include of animation , sound, word art and timing of slides in logical order; [2]
 - d) presenter notes ; [2]
 - e) should be neat, tidy and to the point only including relevant information on the design of database. [3]
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