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First Efficiency Bar Examination for Assistant Superintendents of Customs
Grade II (New Syllabus) – 2017(II)(2018)

(01) Establishments Code and Office Systems

Two hours

Answer five questions only, including question number one.

1. Write short notes on the following topics.

- (i) Casual appointments
- (ii) History sheet
- (iii) File Register
- (iv) Methods of move out of files

(05×4=20 marks)

2. (i) What basic facts should be included in a scheme of recruitment? (10 marks)
(ii) What are the suitable instances to release a public officer temporarily or permanently from public service? (10 marks)

3. (i) Explain in relation to Chapter XXV of the Establishments Code what concessions have been granted to a member of a registered Trade Union by the Government? (10 marks)
(ii) Explain how permission should be obtained for financial provision and authority for expenditure on overtime and explain the instances when overtime could be paid. (10 marks)

4. (i) Explain the purposes for which a railway warrant can be issued. (10 marks)
(ii) What are the provisions stated in Chapter XXIV of the Establishments Code with regard to obtaining distress loan to public officers? (10 marks)

5. (i) Explain what is meant by office systems and explain the benefits received from using office systems in maintaining office activities efficiently and effectively. (10 marks)
(ii) Explain the role of the Supervising officer in charge of the tappal regarding the daily mail. (10 marks)

6. (i) What components should be included in an official letter? (10 marks)
(ii) To what facts should the subject clerk pay his attention when a letter prepared according to the approved draft is submitted for signature? (10 marks)

7. (i) State what basic facts should be included in a note and explain them. (10 marks)
(ii) Explain what is meant by reference files and name five reference files. (10 marks)

* * *



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First Efficiency Bar Examination for Assistant Superintendents of
 Customs Grade II (New Syllabus) – 2017 (II) (2018)

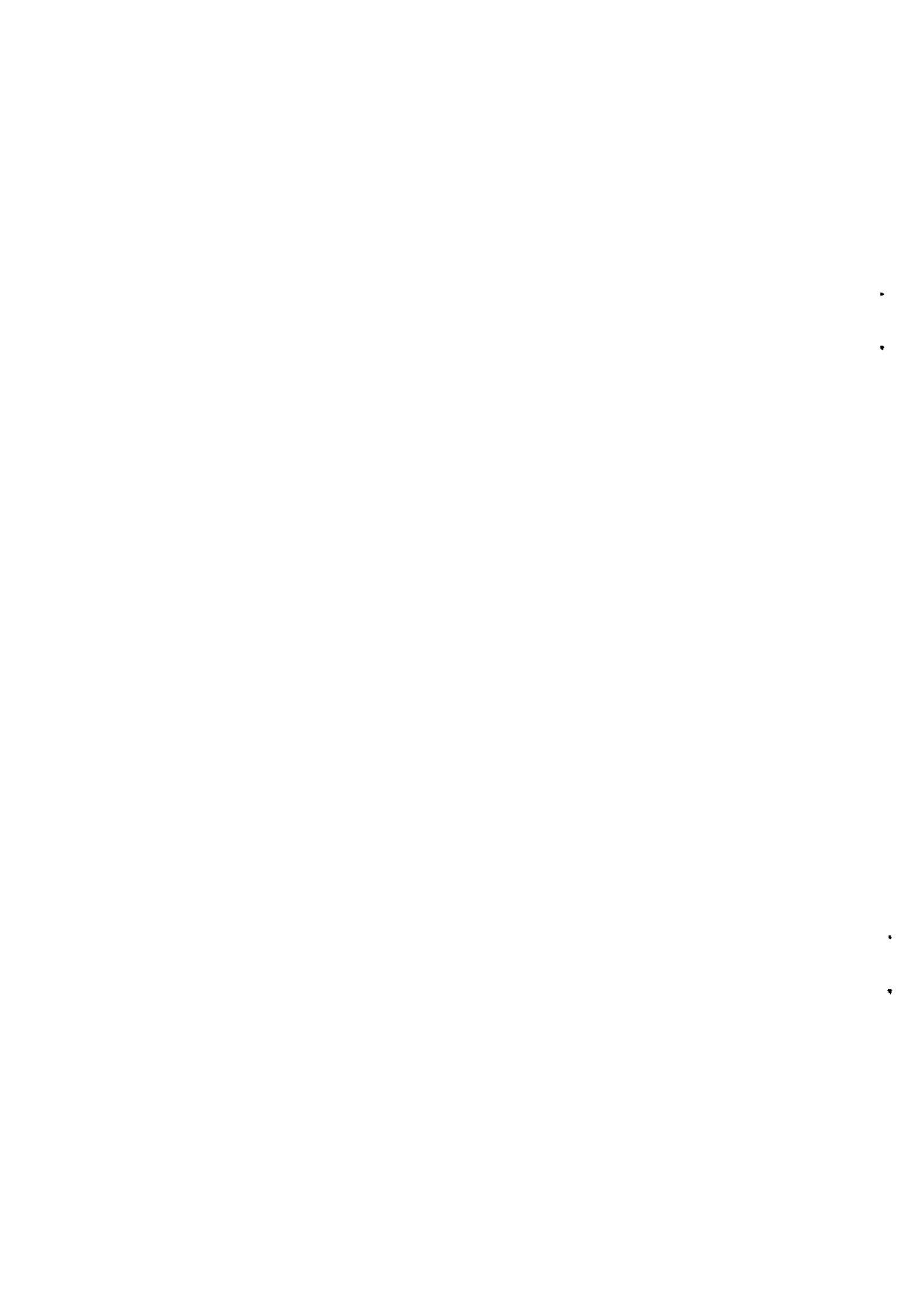
(02) Financial Regulations and Accounting Systems

Two hours

Answer **all** questions. All questions carry **equal** marks.

1. Briefly explain the procedures to be followed when a department receives gifts of money from members of the public, with requests that the gifts should be used for a specific purpose.
2. Briefly explain the matters to be considered by a certifying officer of vouchers, in terms of Financial Regulation 245.
3. What are the provisions made under F.R. 640, in relation to ordering of printed forms required for a department?
4. Briefly explain the information to be recorded in the register of official telephone in terms of F.R. 845.
5. Briefly explain the provisions provided in the Financial Regulations (F.R. 767) for a department having surplus equipment or stores.

* * *



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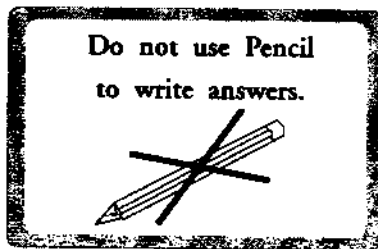
First Efficiency Bar Examination for Assistant Superintendents of
 Customs Grade II (New Syllabus) - 2017 (II) 2018

(03) English Language

Two hours

Instructions to candidates

Very Important



Write your Index Number here and
on page 3 in the space indicated.

.....

Checked as correct

.....

Invigilator's Initials

Important :

- * This paper consists of 52 questions on 08 pages.
- * Answer all questions on this paper itself.
- * Commence answering only after the Centre Supervisor's announcement.
- * Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- * Even if you are not attempting the paper hand it over to the Supervisor.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.
- * It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- * Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

For Examiner's use only

| Question Nos. | Marks awarded |
|---------------|---------------|
| 1-5 | |
| 6-10 | |
| 11-20 | |
| 21-25 | |
| 26-30 | |
| 31-40 | |
| 41-50 | |
| 51 | |
| 52 | |
| Total | |

Final Score

| | |
|------------------|--|
| In figures | |
| In words | |
| Marking Examiner | |
| Checked by | |

- For each of the questions from No. 11 to 20, underline the most appropriate preposition from the prepositions given within brackets to fill in the blanks in the following text.

Defining the Scope of the 'Single Window' for the Trade in Sri Lanka.

A single window allows traders 11. (for , to , into , at) submit trade information 12. (on , of , under , in) a virtual location that communicates 13. (with , to , by , from) the relevant government agencies (GAs) and obtain certificates, permits, licenses etc. electronically. With a Single Window facility, traders no longer need 14. (to , for , of , in) visit different physical locations to obtain them.

Many countries have already undertaken steps to switch 15. (out , up , on , from) paper-based Customs processes 16. (upwards , towards , inwards , outwards) a paperless system. Electronic systems 17. (for , to , at , under) exchanging regulatory information have become an important means 18. (to , from , of , with) managing cross-border trade. Some economies have gone a step further 19. (by , to , on , of) linking not only traders and Customs but also other GAs involved in trade, 20. (into , onto , through , for) the Single Window. The most advanced systems in South Korea and Singapore connect banks, Customs brokers, insurance companies and freight forwarders.

(01 × 10 = 10 marks)

- For the questions from No. 21 to 25, write appropriate questions to which each sentence given is the answer. Begin each question with the word given. Do not make any changes in the tense.

21. Sahan wants to be an airport customer service agent.

What

22. Kate had been living in sunny exotic countries for many years.

Where

23. The Customs officer checked the baggage patiently.

How

24. Mr. Dias and his wife leave home early to avoid traffic congestion.

Why

25. She will leave for China next month with her parents.

When

(02 × 5 = 10 marks)

- For the questions from No. 26 to 30, two sentences are given for each question. **Join the two sentences using the conjunction given within brackets** and write it in the space provided below each pair of sentences. **Begin the new sentence with the word given.**

26. I was tired and sleepy. I stayed up to write the report. (Though)

Though

27. I read the document carefully. Then I put my signature on it. (After)

After

28. Romesh won a scholarship. He was able to study abroad. (Since)

Since

29. You have to drive faster. You will not reach the airport on time. (Unless)

Unless

30. He had a pain in his leg. He completed the marathon. (In spite of)

In spite of

(02 × 5 = 10 marks)

- In the questions from No. 31 to 40, **fill in each blank** using the correct form of the word given within brackets.

The freshly-signed Sri Lanka-Singapore Free Trade Agreement (FTA) 31. (mark) a new milestone in the relations between the two island economies.

This agreement, confirmed after months of negotiation, 32. (be) a modern, comprehensive and high quality one. It 33. (cover) a wide range of areas 34. (include) goods and services and investment.

A Customs spokesman 35. (say) last week, "The future is bright. The new FTA 36. (reduce) trade barriers soon. It 37. (demonstrate) to the rest of the world that Sri Lanka is open for business, while 38. (complement) the two countries as hubs. This is in line with Sri Lanka's Vision 2025, which aims at positioning the nation as an export 39. (orient) economic hub at the centre of the Indian Ocean."

Trade between Singapore and Sri Lanka has steadily 40. (grow). In 2016, Singapore was Sri Lanka's seventh largest trading partner.

(01 × 10 = 10 marks)

- For the questions from No. 41 to 50, read the following text and write short answers to the questions that follow.

When Riku Adhashi first arrived in Australia in 2010, he really had no plans apart from wanting to experience Australian culture; learning English was a small part of that. He knew he needed some English to get by and be able to make himself understood.

Riku's first 'English encounter' was with the Customs Officer at Brisbane airport and it went like this ...

Customs Officer : What is your purpose in Australia?

Riku : Yes, English to learn.

Customs Officer : How long are you planning to stay in Australia?

Riku : No, long time not

The Customs Officer could not be bothered trying to communicate any further, so he let Riku go through the gate.

'Great' thought Riku, 'I can speak English!'

However, when he enrolled at an English teaching institute later, he realized that his 'English proficiency was quite inadequate. On his first day at the institute, after an interview, he was advised to follow level three, a basic course in English. Within a few weeks he started to understand his teachers' instructions and could communicate easily with other students.

'Time for another goal. How about studying at a university in Australia? No, too much effort. I think I'll try to get to level five,' thought Riku.

The main obstacle for Riku was that he hated reading. Even in his studies in Japan he found that he did not have the concentration to focus on long texts. He knew getting his English skills to level five would be a challenge, but he was ready!

With perseverance and a lot of hard work outside the classroom, Riku made it to level five. He joined sports teams where he could meet new people and lived and worked with people from different countries, so he always had to speak English. This made Riku a very confident communicator, but he still found it difficult to concentrate on his reading. The idea of attending a university in Australia kept playing on his mind.

One day Riku told his teacher that he had thought about completing his post graduate studies in Australia.

His teacher recommended the EAP (English for Academic Purposes) class, to prepare him for the IELTS test and for the skills needed to study at a University in Australia. This class, at the start, was a challenge for Riku. There was a lot of focus on reading academic texts, as this is what students are exposed to at University. Riku's technique to overcome his fear of reading was to read the assigned texts and to summarize them once he got home. Riku passed the EAP class as well as getting a score of 6.5 overall in his IELTS exam.

This meant that Riku was well on his way to achieving his goal. The next step: choosing a university. Why not go for the best? He applied to the University of Queensland and was accepted into their Master of Tourism Management program.

The first semester was the hardest; however with the help of the skills he developed at the EAP class he was able to get through the semester and not only pass, but achieve distinction for all the four of his papers. Riku continued to overcome obstacles, passing exams and even receiving two High Distinctions in his last semester. He had done it!

Then a message came from his old university supervisor in Japan. He wanted to offer Riku a position at the university, lecturing on Tourism. Riku couldn't believe his luck! He was absolutely elated that all his hard work had paid off. Never did he think that he would be an Academic! With a whole lot of determination, his dream became a reality.

41. When Riku arrived in Australia what was his main intention?
.....
42. In Australia, with whom did he first speak in English?
.....
43. Complete the following sentence.
Riku thought he could speak English because
44. When did Riku realize that he was not fluent in English?
.....
45. Find **one** weakness of Riku which was a drawback of him.
.....
46. What did Riku do to overcome his weakness?
.....
47. Pick the sentence in the text which says work at EAP class was difficult.
.....
48. How did Riku perform at the final semester?
.....
49. Where will Riku work if he leaves Australia?
.....
50. Underline the correct answer.
Riku achieved success because
- (i) he became a good communicator
- (ii) his teachers helped him a lot
- (iii) he worked with determination
- (iv) he focused on reading texts

(02×10=20 marks)

Handwriting practice lines consisting of 20 horizontal dotted lines within a rectangular border.

* * *



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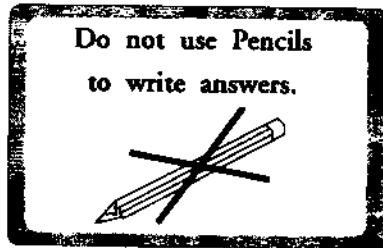
First Efficiency Bar Examination for Assistant Superintendents of Customs
 Grade II (New Syllabus) - 2017 (II) (2018)

(04) Computer Skills

Two hours

Instructions to Candidates

Very Important :



* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1 2 3 4

Write your Index Number here, and on pages 3 and 5 in the spaces indicated.

.....

Checked as correct

.....

Invigilator's Initials

Important :

- * This paper consists of 75 questions on 12 pages.
- * Answer all questions on this paper itself.
- * Commence answering only after the Centre Supervisor's announcement.
- * In the instances where you have to write textual answers, arrange your answers so that it fits in the space provided.
- * Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- * Even if you are not attempting the paper hand it over to the Supervisor.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.
- * It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- * Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

For Examiner's use only

| Page No. | Question No. | Marks Awarded |
|--------------|--------------|---------------|
| 2 | 1 - 11 | |
| 3 | 12 - 23 | |
| 4 | 24 - 33 | |
| 5 | 34 - 39 | |
| 6 | 40 - 44 | |
| 7 | 45 - 50 | |
| 8 | 51 - 55 | |
| 9 | 56 - 61 | |
| 10 | 62 - 66 | |
| 11 | 67 - 69 | |
| 12 | 70 - 75 | |
| Total | | |

Final Score

In figures

In words

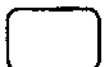
Marking Examiner





Checked by







[See page two.

● For questions from No. 1 to 50, select the **correct or the most appropriate answer** and write the **number** of the relevant choice **on the dotted line** provided against the question.

1. Which one of the following microprocessor types has the highest overall performance?
(1) Core i7 (2) Core 2 Duo
(3) Pentium D (4) Celeron (.....)
2. Which one of the following is correct about LibreOffice?
(1) It is a smartphone brand.
(2) It is an open source operating system.
(3) It is a free and open source alternative for MS Office.
(4) It is an office package for mobile computing devices. (.....)
3. Which one of the following technologies requires a scanning device?
(1) HTTP (2) RFID
(3) Mobile Broadband (4) Cloud computing (.....)
4. Which one of the following is an example for Cryptocurrency?
(1) US Dollar (2) Treasury Bonds (3) Visa cards (4) Bitcoin (.....)
5. Which of the following is **not** an example for a Universal Resource Locator (URL)?
(1) <http://www.science.kln.ac.lk> (2) <http://123.231.105.230>
(3) <http://www.espncricinfo.com> (4) amir@aol.com (.....)
6. Which one of the following is used to include machine readable information about an item, to that item, when it is distributed?
(1) invoice (2) printed sticker
(3) serial number (4) QR code (.....)
7. Receiving unwanted promotional emails into your email account is called
(1) *phishing*. (2) *spamming*. (3) *filtering*. (4) *trafficking*. (.....)
8. Which one of the following is the task accomplished by 'Notes' in MS PowerPoint?
(1) inserting comments into slides
(2) printing slides of a presentation as handouts
(3) previewing how the slides will look when printed
(4) keeping important points pertained to slides for quick reference during presentation (.....)
9. Which of the following is **not** a popular electronic commerce website?
(1) www.flickr.com (2) www.alibaba.com
(3) www.ebay.com (4) www.amazon.com (.....)
10. Which one of the following file types **cannot** be an email attachment?
(1) .pdf (2) .csv (3) .exe (4) .png (.....)
11. Which of the following services enables secure credit card payments in electronic commerce?
(1) Mastercard (2) Paypal
(3) Amazon Prime (4) Ethereum (.....)

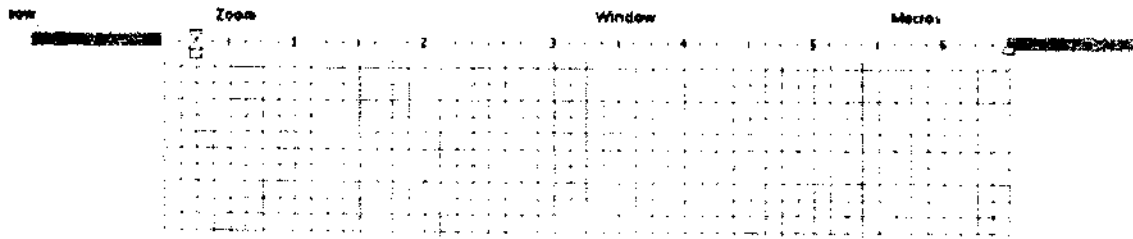


12. Sri Lanka Computer Emergency Readiness Team (SLCERT) is known for
 (1) implementing e-government projects.
 (2) providing support for the victims of computer crimes.
 (3) providing an electronic commerce platform for public organizations.
 (4) training ICT staff for government institutions. (.....)
13. Google Drive helps you to
 (1) backup your data. (2) enhance the memory of your computer.
 (3) make your data secure. (4) communicate with friends. (.....)
14. Which one of the following keys enables stopping an MS PowerPoint slideshow?
 (1) F5 (2) Enter (3) Delete (4) Esc (.....)
15. Ethernet port of a computer enables connecting the computer to
 (1) a printer. (2) a projector. (3) a network. (4) a monitor. (.....)
16. Which of the following is a free and open source operating system?
 (1) Windows 10 (2) Chrome OS (3) iOS (4) MS-DOS (.....)
17. In the context of computing Android is a famous
 (1) computer game (2) mobile phone brand
 (3) mobile operating system (4) web browser (.....)
18. The cache memory capacity of a modern computer is mentioned in
 (1) kilobytes. (2) megabytes. (3) gigabytes. (4) terabytes. (.....)
19. Which of the following MS PowerPoint option enables seeing all open PowerPoint windows overlapped on the screen?
 (1) Cascade (2) Arrange All
 (3) Switch Windows (4) Overlap (.....)
20. Which one of the following options is known as the primary memory?
 (1) Hard disk (2) Random Access Memory (RAM)
 (3) Flash memory (4) Tape memory (.....)
21. Which of the following is correct about the client-server architecture?
 A - It makes a firm's data secure.
 B - It guides the implementation of a computer network of an organization.
 C - It enables the sharing of computing resources and content among members of a firm.
 (1) A only (2) A and B only
 (3) A and C only (4) B and C only (.....)
22. Which one of the following tools enables highlighting a text with a colour in MS Word?
 (1)  (2)  (3)  (4)  (.....)
23. Which of the following is not a font type in the standard distribution of MS Word 2016?
 (1) Calibri (2) Arial
 (3) Times New Roman (4) Unicode (.....)

24. What is the task accomplished by the tool denoted by  in MS Word?
(1) changing font size (2) changing case
(3) checking spelling (4) opening Font dialog box (.....)
25. Which one of the following enables a very large number of mobile and other smart devices (or things) to connect to the Internet?
(1) IP V6 (2) Wi-Fi
(3) Broadband (4) Bluetooth (.....)
26. Which one of the following is best suited to coordinate a group activity of a geographically dispersed team?
(1) Wikipedia (2) Facebook (3) WhatsApp (4) YouTube (.....)
27. Which MS PowerPoint option enables to keep a slide, hidden / without displaying it in the slideshow?
(1) Hide slide (2) Disable slide (3) Delete slide (4) Deactivate slide (.....)
28. What is the task accomplished by the tool denoted by  in MS PowerPoint?
(1) searching a slide (2) zooming a slide
(3) copying a slide (4) formatting a slide (.....)
29. Which one of the following icons enables to set the line spacing of a paragraph in MS Word?
(1)  (2)  (3)  (4)  (.....)
30. Suppose you need to change the word LKR to USD at every occurrence in an MS Word document. Which of the following options is best suited for the above task?
(1) Find (2) Replace
(3) Find and Replace (4) Select and Replace (.....)
31. Which one of the following is correct about creating an envelope using MS Word?
(1) It is an option available in the 'Mailings' tab in MS Word 2016.
(2) It allows the creation of standard size ($4\frac{1}{8} \times 9\frac{1}{2}$ inch) envelopes only.
(3) It is not possible to add an electronic postage to the envelope.
(4) Printing envelopes is not possible with MS Word 2016. (.....)
32. The option available in MS Word to create a document and send it to multiple recipients at once is called
(1) *mailing*. (2) *spamming*. (3) *mail merging*. (4) *forwarding*. (.....)
33. Which one of the following is correct about 'Footnotes' in MS Word 2016?
A - It is a synonym for 'Footer'.
B - It appears at the bottom of every page of the document.
C - Footnotes help adding clarifications on certain terms appearing on the corresponding page.
(1) A only (2) B only
(3) C only (4) A and B only (.....)

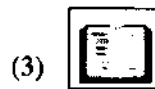
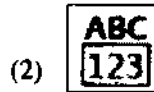
34. Which of the following is a page orientation in MS Word?
(1) Portrait (2) Vertical (3) A4 (4) Standard (.....)

35. Suppose you need to get the following pattern appearing on every page of your MS Word document.



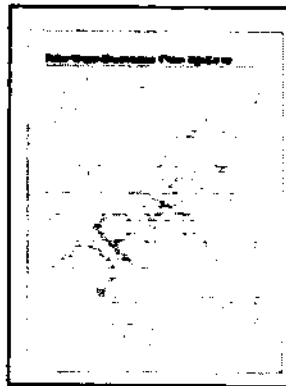
Which one of the following options should be used for this purpose?

- (1) Table (2) Gridlines (3) Borders (4) Effects (.....)
36. Suppose you are writing a summary that should not exceed 300 words. Which one of the following icons represent the correct tool that enables you to count the current number of words?



(.....)

37. Which one of the following tools should be used to make your MS Word document look like the figure given below, by including a background text?



- (1) Wrap Text (2) Set background
(3) Watermark (4) WordArt (.....)


38. Which one of the following is correct about page numbers in MS Word 2016?

A - By default, they appear on every page of the document.

B - 'page number options' has provision to exclude the first page from numbering.

C - It is possible to start numbering from any number.

- (1) A only (2) A and B only
(3) A and C only (4) All A, B and C (.....)

39. What is the tool denoted by the icon  in MS Excel?

- (1) Insert formula (2) Insert equation
(3) Insert symbol (4) Insert function (.....)

40. Which of the following is **not** a permitted effect on fonts, when formatting cells in MS Excel?
(1) Strikethough (2) Superscript
(3) Subscript (4) Emboss (.....)
41. What are the largest and the smallest font sizes in MS Excel?
(1) 8 and 72 (2) 12 and 72
(3) 12 and 44 (4) 8 and 44 (.....)
42. What is the function that could be used for the following operation in MS Excel?
 $A1 + B1 + C1 + D1 + E1$
(1) =SUM(A1:E1)
(2) =TOTAL(A1:E1)
(3) =ADD(A1:E1)
(4) =AGGREGATE(A1:E1) (.....)

43. Suppose you have the following MS Excel table:

| Supplier ID | Part Number | Part Name | Part Price | Status |
|-------------|-------------|---------------|------------|--------------|
| SP301 | A001 | water pump | \$68.39 | In stock |
| SP302 | A002 | alternator | \$380.73 | In stock |
| SP303 | A003 | air filter | \$15.49 | In stock |
| SP304 | A004 | wheel bearing | \$35.16 | In stock |
| SP305 | A005 | muffler | \$188.23 | In stock |
| SP306 | A006 | oil pan | \$101.89 | Out of stock |
| SP307 | A007 | brake pads | \$65.99 | In stock |
| SP308 | A008 | brake rotors | \$85.79 | Out of stock |
| SP309 | A009 | headlight | \$35.19 | In stock |
| SP310 | A010 | brake cable | \$15.49 | In stock |
| SP311 | A011 | Strut | \$45.29 | In stock |
| SP312 | A012 | Drive Shaft | \$185.36 | In stock |
| SP313 | A013 | CV Boot RR | \$26.27 | In stock |

- Which of the following functions should you use when you want to find the price of a given 'Part Number,' from this table?
(1) LOOKUP (2) VLOOKUP
(3) HLOOKUP (4) FLOOKUP (.....)
44. Which of the following charts is most suitable to depict the total numbers of metric tons of onions, potatoes, dhal and sugar imported to Sri Lanka in 2017?
(1) Line chart (2) Column chart
(3) Scatter plot (4) Pie chart (.....)



45. Suppose the text "Martin Muller De Casto" is entered into an MS Excel cell and you need to do the following formatting.

Martin Muller De Casto



Martin
Muller
De Casto

Which of the following tools should be used for the above task?

- (1) Merge
- (2) Merge and Center
- (3) Wrap text
- (4) Text Alignment (.....)

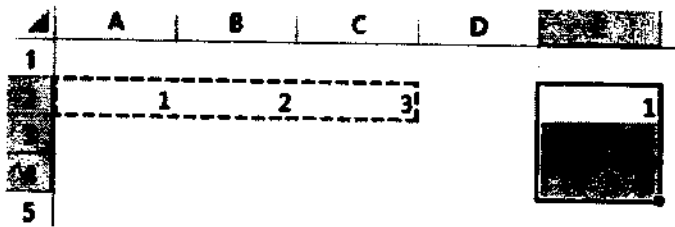
46. Which of the following formats in MS Excel **does not** support cells to have decimal values?

- (1) General
- (2) Number
- (3) Currency
- (4) Accounting (.....)


47. Which of the following tools in MS Excel enables to easily summarize and analyze complex data?

- (1) Sort
- (2) Slicer
- (3) Pivot Table
- (4) Filter (.....)

48. Which of the following paste options enables the following conversion when the range A2:C2 is copied and pasted onto E2?



- (1) Paste
- (2) Values
- (3) Transpose
- (4) Paste Special (.....)

49. Which of the following tasks is accomplished by the tool denoted by the icon  ?

- (1) Rotate text
- (2) Underline text
- (3) Highlight text
- (4) Format text (.....)

50. What is the option available in MS Excel to make some rows and columns hidden?

- (1) Freeze Panes
- (2) Hide
- (3) Custom View
- (4) Conditional Formatting (.....)

● For each question from No. 51 to 75, write the correct **answer on the dotted line** provided.

51. Write down **two** things that can be done to protect the data inside a computer.

(i)

(ii)

52. Write the shortcut key combination to lock your computer with Windows operating system?

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.....

53. State **two** disadvantages of using social media during work hours.

(i)

(ii)

54. State why 'Macros' are used in MS Office applications.

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55. What is the purpose of using a 'firewall' in an office computer network?

.....

.....

● Use the following description to answer the questions from No. 56 to 66.

Suppose you are preparing an article to an international publication in the following format using MS Word.

Emerging Import and Export Trends in Sri Lanka

Arthur Doyle¹

University of Science and Technology, Sri Lanka

arthur@ust.ac.lk

Abstract : *your abstract here. your abstract here. your abstract here. your abstract here. your abstract here. your abstract here. your abstract here. your abstract here. your abstract here. your abstract here.*

Introduction

Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here. Your introduction goes here.

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56. Write down the steps to set the font type and size of the title to 'Arial' and '14' respectively.

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57. The superscript 1 at the end of the author's name (Arthur Doyle) represents a footnote. Write down the necessary steps to insert a footnote into an MS Word document.

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58. The paragraph starting with the word 'Abstract' needs a margin of 0.5 inches from both left and right hand sides of the document. Write down the necessary steps to set the margins.

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59. State the use of the 'Thesaurus' tool when preparing these kinds of documents.

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60. What is the use of 'Continuous break' in MS Word?

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61. Suppose this article should be written in two-column format from 'Introduction' section. Write down the necessary steps to make the document two-column from a given particular point onwards.

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62. Write down the necessary steps to create 1.5 line space between lines of a paragraph.

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63. It was noted that there is a hyperlink put on the email address of the author. Write down the necessary step to remove this hyperlink.

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64. Write down the uses of the following for this article:

(i) Track changes :

(ii) Insert Comment :

65. Write down the necessary steps to insert a table with 3 columns and 6 rows into this article.

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66. Write down the necessary steps to insert image stored in your computer into this article.

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- Use the following MS Excel table to answer questions from No. 67 to 75.

| | A | B | C | D | E | F | G | H | I |
|----|---|---------------------|---------------------|-------------|-------------------|------------------|----------------|------------------|---|
| 1 | | | | | | | | | |
| 2 | | Product Code | Sales Region | MSRP | Markdown % | Sales Qty | Revenue | Incentive | |
| 3 | | X001 | Galle | 550 | 25 | 200 | | | |
| 4 | | X005 | Galle | 250 | 0 | 120 | | | |
| 5 | | X001 | Kandy | 550 | 15 | 250 | | | |
| 6 | | X001 | Colombo | 550 | 40 | 300 | | | |
| 7 | | X004 | Kandy | 400 | 15 | 220 | | | |
| 8 | | X005 | Kandy | 250 | 25 | 350 | | | |
| 9 | | X005 | Jaffna | 250 | 10 | 390 | | | |
| 10 | | X004 | Colombo | 400 | 10 | 250 | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |

Note: MSRP means Manufacturer Suggested Retail Price and Markdown means a discount percentage value.

67. Write down the necessary steps to insert a new column called 'Agent' between columns B and C.

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68. Suppose you need to display the markdown values as a percentage (Ex. 25 as 25%). A friend suggests you the following steps.

Select the range->right click-> select 'Format Cells'-> Select 'Percentage' from 'General' tab

Do you accept this method? Justify your answer.

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69. Suppose you need to display only the data related to a particular product code as below.

| | A | B | C | D | E | F | G | H | I |
|----|---|---------------------|---------------------|-------------|-------------------|------------------|----------------|------------------|---|
| 1 | | | | | | | | | |
| 2 | | Product Code | Sales Region | MSRP | Markdown % | Sales Qty | Revenue | Incentive | |
| 3 | | X001 | Galle | 550 | 25 | 200 | | | |
| 5 | | X001 | Kandy | 550 | 15 | 250 | | | |
| 6 | | X001 | Colombo | 550 | 40 | 300 | | | |
| 11 | | | | | | | | | |

Write down the necessary steps for this task.

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70. Write a formula for G3 to get the revenue from X001 in Galle.

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71. Suppose that the agent gets 10% incentive for every product that exceeds a revenue of 50 000 rupees. Write a formula for cell H3 to calculate the incentive that the agent receives.

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72. Write the steps that should be followed to get the revenues and incentives for other products in the list.

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73. Write a formula using a function for cell G11 to get the total revenue computed.

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74. Write down the steps to get the subtotal of revenue income for each product.

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75. Write down the necessary steps to print only a selected area of the above table.

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