

**Institute of Management Sciences, Peshawar – Pakistan**  
**BBA 6<sup>th</sup> Semester – Group A, B, C**  
**Office Management Tools II – 2<sup>nd</sup> Monthly Exam (June 21, 2011)**

Allowed Time: <b>1 Hours</b>	Max Marks: <b>20</b>
Instructor: Ms Saima Gul	Student Name:
Roll No.:	Student Signature:

**Instructions:**

- Switch off your mobile phones
- Borrowing of stationery and other items is strictly prohibited

**Section I – MS Access**

Q1. Consider the following two tables having Many to One relationship.

**Book::**

<u>BookID</u>	Name	Author ID	NoOfCopies	Year of publication	Price
B32	Programming in Java	405	400	June 2009	500
B33	Operating Systems	406	150	April 2010	550
B34	Complete reference: C++	407	160	April 2008	468
B35	Networking	406	70	May 2010	385
B36	Computer Organization	406	90	June 2009	450
B37	Complete reference: Java	407	250	July 2009	650
B38	Visual Basic.NET		300	March 2008	650
B39	Programming in C#	405	300	April 2010	400
B40	E-Commerce	405	150	June 2010	230

**Author:**

<u>Author ID</u>	A_Name
405	Deitel
406	Tennan Baum
407	Herb Schildt
408	Elaine Marmel

Suppose the Book table is added in the table entry pane of Query Design Window. Create queries satisfying following criteria by setting values in the rows of the given QBE pane.

1. Show the Book ID, Name, and Price of books having word 'Program' in their name. [0.5]

Field:	BookID	Name	Price
Table:	Book	Book	Book
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		Like *Program*	
Or:			

2. Show the Book ID and NoOfCopies of books having price greater than 500. [0.5]

Field:	BookID	NoOfCopies	Price
Table:	Book	Book	Book
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			>500
Or:			

3. Show the Book ID and the resulting price of each book if their prices increase by 5%. [1]

Field:	BookID	New price: [Price] + [Price]*5/100
Table:	Book	
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		
Or:		

4. Show Book ID, Name, and Author ID of books whose author is either Deitel (Author ID = 405) or whose Year of publication is June 2009. [1]

Field:	BookID	Name	Author ID	Year of Pub
Table:	Book	Book	Book	Book
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			405	
Or:				'June 2009'

5. Show Book ID, Name, and Author ID of books written by Deitel (Author ID = 405), published in June 2009. [1]

Field:	BookID	Name	Author ID	Year of pub
Table:	Book	Book	Book	Book
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			405	'June 2009'
Or:				

6. Which of the two queries (query 4 and query 5) returns the most records and why? [2]

Query 4. Because OR condition is used in query 4, which means that if any one of the two given conditions is true, a result will be given, while AND condition is used in Query 5, which means when both of the given conditions will be true, only then a result will be given.

7. Suppose the Author table is also added in the Table entry pane of Query Design Window. Create a multi-table query. Select fields yourself. [1]

Field:	BookID	Name	Author ID	A_Name	
Table:	Book	Book	Author	Author	
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:					
Or:					

Q2. What is meant by left outer join? Explain through an example using query 7. [2]  
 Join concept is used with the dynaset of queries where we try to retrieve records from more than one table. Considering query 7, where the left table is Author and right table is Book, left outer join will generate dynaset having all records from the left table, whether there are matching values for these records from right table or not, while from right table, only those records will be shown in dynaset having matching values from left table. E.g. considering query 7, the dynaset will be showing all the Records of Author table, including record 408, though there is no book written by this author. While all records, except B38, from Book table will be shown in dynaset as this record is not having a matching value from Author table.

Q3. What is dynaset? How it works? [2]

When we create a query and click the run button, a datasheet is displayed showing only those records satisfying the query. This datasheet is called dynaset. It is not physically stored in any table. Its actually a virtual table. Only the structure of dynaset is saved. Every time we run the query, the dynaset is re-created.

---

---

---

---

Q4. Explain Set Membership and Negated Set Membership conditions with examples. [2]

Set Membership: This is equivalent to OR condition. Suppose we want to see books Written by authors having IDs 405 and 406, we can write in Author ID column of the QBE pane: In(405, 406)

It has a negative form as well. If we want to see books written by all authors except those having IDs 405 and 406, we can write like this: not in(405, 406)

---

---

---

---

## **Section II – MS Project**

Q5. What points you need to keep in mind when you are checking for dependencies among tasks of your project? [1]

When we are working on a project and we identify the summary and sub tasks of our project, we need to check for dependencies among tasks. That is, are there such tasks in our project for which we need to finish some other tasks before we can work on them? E.g. do we need our supervisor's approval before we can start work on our Research topic? We will have to mention these dependencies in the predecessor Column of MS Project.

---

---

---

---

Q6. What are the two views of MS Project main screen? Describe each. [2]

The two main views of MS Project are the gantt table and the gantt chart.

In gantt table, we do entry of sub tasks and summary tasks.

The gantt chart gives a graphical view of tasks and relationships among them.

---

---

---

---

Q7. How do we do entry of summary tasks and sub tasks? [2]

We simply type in all our tasks (summary and sub) in the gantt table section of MS

Project. Then we select all the subtasks, and click on the indent button on tool bar

(or drag the mouse to right). The subtasks moves one level to right, and the summary

Tasks appears as bold, along with a minus sign to left.

---

---

---

---

---

---

---

---

Q8. What options are available to you in the Schedule tab of Options dialog box in the Tools menu? [2]

Different options are available on schedule tab.

We can select the starting date for our tasks, that we want our tasks to start on

Project starting date or on current date.

We can specify that duration will be entered in Days or weeks or months.

Similarly we can specify it for work that work will be entered in hours, days or weeks.

We can select the default task type as well.

---

---

---

---

---

---

---

---

\*\*\*\*\*