

DIAGNOSTIC TEST

I. OBJECTIVE

A. IDENTIFICATION/FILL-IN THE BLANKS (10 pts.)

1. _____ calculate values in a specific order that is known as the syntax.
2. A _____ is a collection of formats ^¾ such as font, point size, and indents ^¾ that you name and store as a group.
3. A _____ is a menu that shows a list of commands relevant to a particular item. Among items for which you can display in this menu are text, tables, words flagged by the spelling checker, and graphics.
4. An _____ object pertains to information (the object) inserted into a file (the destination file). Once embedded, the object becomes part of the destination file.
5. A _____ is a range of cells that shows how changing certain values in your formulas affects the results of the formulas.
6. An _____ refers to the values a function uses to perform operations or calculations.
7. _____ pertain to a group of related data points plotted in a chart that originate from rows or columns on a single worksheet. Each data series in a chart has a unique color or pattern. You can plot one or more data series in a chart. Pie charts have only one data series.
8. -10. Write-up concisely the jack-en-poy or black jack games rules.

B. SHORTCUTS (5 pts.)

	SHORTCUT
1. Apply Italic	
2. Align paragraph right	
3. Repeat the last action	
4. Select to the end of the paragraph	
5. Decrease indent	

II. HANDS-ON

A. WORD

1. You are the president of AMA and you want to help the SOM raise funds for the new SOM building. Write a solicitation letter. Save your letter as letter.doc. (15 pts.)

You must satisfy the following conditions:

- Length: 1 page
- Margins: 1 inch on all sides
- Font: Arial, point size 12
- Paragraphs: 3 paragraphs
- Put a header with your Name, Address and Telephone Number

2. Mail Merge the document to 3 persons. Create your own data. Merge Fields included must be Name of Person, Position or Job Title, Company Name and Address. Save the data source as data.doc or data.xls. Save the merged letter or document as Merge.doc. (15 pts.)

B. EXCEL

1. Given below are the purchases of meat and seafood products from May to July.

Name	Order Amount	Order Date	Product
Hannah Sia	PHP 2,350.00	1-May-00	Meat
Patchi Layug	PHP 530.00	2-May-00	Meat
Odette Po	PHP 326.50	5-May-00	Seafood
Patchi Layug	PHP 1,260.25	8-May-00	Meat
Anna Seneriches	PHP 620.00	12-May-00	Seafood
Anna Seneriches	PHP 1,320.50	15-May-00	Seafood
Hannah Sia	PHP 785.28	18-May-00	Seafood
Sam Lua	PHP 1,350.00	19-May-00	Meat
Ancy Sy	PHP 1,420.90	20-May-00	Meat
Odette Po	PHP 350.00	25-May-00	Meat
Maureen Yu	PHP 260.00	28-May-00	Seafood
Hannah Sia	PHP 175.00	30-May-00	Meat
Patchi Layug	PHP 1,620.00	31-May-00	Seafood
Hannah Sia	PHP 950.00	1-Jun-00	Seafood
Odette Po	PHP 760.00	4-Jun-00	Meat
Ancy Sy	PHP 320.50	4-Jun-00	Meat
Sam Lua	PHP 750.95	5-Jun-00	Seafood
Anna Seneriches	PHP 1,020.00	10-Jun-00	Seafood
Maureen Yu	PHP 650.50	15-Jun-00	Seafood
Sam Lua	PHP 1,500.00	20-Jun-00	Meat
Anna Seneriches	PHP 1,620.00	22-Jun-00	Seafood
Patchi Layug	PHP 500.00	23-Jun-00	Meat
Anna Seneriches	PHP 320.00	25-Jun-00	Meat
Odette Po	PHP 260.50	27-Jun-00	Meat
Maureen Yu	PHP 640.20	30-Jun-00	Meat
Ancy Sy	PHP 750.00	1-Jul-00	Seafood
Ancy Sy	PHP 260.90	3-Jul-00	Seafood
Maureen Yu	PHP 900.00	5-Jul-00	Meat
Odette Po	PHP 650.00	6-Jul-00	Seafood
Patchi Layug	PHP 1,350.00	10-Jul-00	Meat
Ancy Sy	PHP 250.00	15-Jul-00	Seafood

Instructions:

- Input the database in Microsoft Excel
- Create a Pivot Table showing the average order amount totals for each month. Place your pivot table on a separate sheet named Pivot.
- Sort the data by name and subtotal the purchases of each person.
- Save your file as *excels.xls*. (20 pts.)

2. Looney Video gives out discounts depending on the VHS purchases of its customers. The discount will vary depending on the purchase amount.

Instructions:

Given the data below:

1. Compute for the gross amount each person must pay.
2. Compute for the discount each customer will get by using the IF Function
3. Compute the net amount each person must pay.
4. Save your file as **excelb.xls**. (20 pts.)

Sales	Discount	price/piece	300
Less than 1000	5%		
1001<x<2000	10%		
2001 & above	15%		

Customer	Qty. purchased
Bugs Bunny	10
Tweety Bird	4
Taz	12
Daffy Duck	10
Lola Bunny	6
Sylvester	5
Road Runner	6
Wile E. Coyote	3
Marvin the Martian	7

C. POWERPOINT

Based on the following outline, create a powerpoint presentation following these instructions: (15 pts.)

5. You must use a template.
6. Input at least two objects, 2 animation and 2 slide transitions.
7. Edit the master slide and place **Business Research Methods** as footer.
8. Save your file as **powerpoint.ppt**.

Measurement

- Selecting observable empirical events
- Using numbers or symbols to represent aspects of the events

Applying a *mapping rule* to connect the observation to the symbol

What is Measured?

Objects:

- Things of ordinary experience
 - Some things not concrete
- Properties: characteristics of objects

Characteristics of Data

- Classification
- Order
- Distance (interval between numbers)
- Origin of number series

Data Types

	<u>Order</u>	<u>Interval</u>	<u>Origin</u>
Nominal	none	none	none
Ordinal	yes	unequal	none
Interval	yes	equal or none	unequal
Ratio	yes	equal	zero

Sources of Measurement Differences

- Respondent
- Situational factors
- Measurer or researcher
- Data collection instrument