

DIAGNOSTIC TEST

I. OBJECTIVE

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

1. A _____ is an intersection between a row and a column
2. A _____ is an interactive table that summarizes and analyzes existing list and data from other tables.
3. _____ is a type of systems software program that allows the hardware and other software to work together.
4. A _____ is a set of codes that instruct Word to insert text, graphics, page numbers, and other material into a document automatically.
5. A _____ is a colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet.
6. A _____ is a set of values you use to forecast the outcome of a worksheet model.
7. A _____ workbook is a workbook that has been set up to allow multiple users on a network to view and make changes at the same time.
8. A computer can only work/function if there are _____ that provide the instructions.
9. A _____ is a question you ask about data stored in an external database.
10. When you need to find values in lists or tables or when you need to find the reference of a cell, you can use the _____ worksheet functions.

B. SHORTCUTS (5 pts.)

	SHORTCUT
1. Check spelling	
2. Select all	
3. Undo the last action	
4. Indent paragraph to next tab stop	
5. Change font	

II. HANDS-ON

A. WORD

1. You would like to invite SOM teachers to attend a talk in your organization. Write an invitation 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.)

Based on the following outline, create a powerpoint presentation following these instructions:

B. EXCEL

1.

Name	Qty	Order Date	Product
Loy Saldana	3	2-Jan	Lipstick
Arienne Lambo	5	3-Jan	Blush-on
Dawn Sim	6	6-Jan	Lipstick
Dawn Sim	3	8-Jan	Pressed Powder
Arienne Lambo	12	12-Jan	Blush-on
Loy Saldana	10	15-Jan	Lipstick
Christine Ong	4	16-Jan	Pressed Powder
Donnabell Chua	5	16-Jan	Pressed Powder
Loy Saldana	6	17-Jan	Lipstick
Christine Ong	8	18-Jan	Eyeshadow
Loy Saldana	10	19-Jan	Mascara
Je Wu	5	20-Jan	Mascara
Donnabell Chua	8	23-Jan	Eyeshadow
Arienne Lambo	8	25-Jan	Eyeshadow
Christine Ong	10	30-Jan	Lipstick
Arienne Lambo	12	2-Feb	Pressed Powder
Je Wu	6	4-Feb	Lipstick
Christine Ong	8	6-Feb	Eyeshadow
Loy Saldana	6	8-Feb	Mascara
Dawn Sim	5	9-Feb	Blush-on
Loy Saldana	5	9-Feb	Blush-on
Christine Ong	2	10-Feb	Lipstick
Donnabell Chua	3	11-Feb	Mascara
Arienne Lambo	5	12-Feb	Eyeshadow
Dawn Sim	10	15-Feb	Pressed Powder
Loy Saldana	15	20-Feb	Pressed Powder

Instructions:

1. Input the database in Microsoft Excel
2. Create a Pivot Table showing the total number of orders of each person for every type of product. Place your pivot table on a separate sheet named Pivot.
3. Sort the data by Product and subtotal the number of orders for each product type.
4. Save your file as *excela.xls* (20 pts.).

1. Flair Clothing, Inc. consigns its manufactured goods to the top boutiques in Metro Manila. The boutiques get discounts depending on their purchase. (20 pts.)

Price/bag

500

Department Store	Qty. Consigned	Qty. Returned	Discount
Sari-sari	3,500	500	10%
Kamiseta	4,000	750	20%
BA-YO	3,000	300	10%
Space	2,500	800	5%
Dressing Room	2,000	500	5%
Plains & Prints	2,250	250	5%
Ivory Coast	3,250	650	10%
Regatta	4,200	1,000	20%
Freeway	1,750	750	5%
Maldita	1,500	100	5%

Instructions:

1. Input the data in Microsoft Excel from columns A to D.
2. Compute for the Quantity sold in column E.
3. Compute for Gross Sales in column F.
4. Compute for Sales Discounts in column G.
5. Compute for Net sales in column H.
6. Compute for percentage of net sales in column I.
7. Save your file as *excelb.xls*.

C. POWERPOINT

1. You must use a template.
2. Input at least two objects, 2 animation and 2 slide transitions.
3. Edit the master slide and place *Business Research Methods* as footer.
4. Save your file as *powerpoint.ppt*. (15 pts.)

What is Research Design?

- A plan for selecting the sources and types of information used to answer research questions
- A framework for specifying the relationships among the study variables
- A blueprint that outlines each procedure from the hypothesis to the analysis

Classifications of Designs

Exploratory study is usually to develop hypotheses or questions for further research

Formal study is to test the hypotheses or answer the research questions posed

Methods of Data Collection

Monitoring, which includes observational studies

Interrogation/communication study

Purpose of the Study

Descriptive tries to explain relationships among variables

Causal study is how one variable produces changes in another

The Time Dimension

Cross-sectional studies are carried out once and represent a snapshot of one point in time

Longitudinal studies are repeated over an extended period