

DIAGNOSTIC TEST

I. OBJECTIVE

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

1. A _____ is any text or graphic that when printed appears either on top of or behind existing document text. For example, in a catalog of items for sale, you may want "Sold" to appear on top of the sold-out items.
2. _____ pertain to information (the object) created in one file (the source file) and inserted into another file (the destination file) while maintaining a connection between the two files.
3. A _____ is a note or annotation that an author or reviewer adds to a document.
4. A _____ is a workbook you create and then use as the basis for other similar workbooks. You can create templates for workbooks and worksheets.
5. A _____ is a graphic object, such as a text box, list box, option button, or command button, that you place on a worksheet or form to display or enter data, perform an action, or make the worksheet or form easier to read.
6. You use the _____ to set up the title slide, or first slide, in your presentation and to format your presentation's title and subtitle.
7. An _____ is a single element of your slide. It can be text, an imported graphic, a shape, a picture, and so on.
- 8-10. Given the table below. Write the instruction that will print the result in concise form (e.g. if-then-else)

Left	Right	Result
ON	ON	OFF
ON	OFF	ON
OFF	ON	ON
OFF	OFF	OFF

B. SHORTCUTS (5 pts.)

	SHORTCUT
1. Double-space lines	
2. Restore default formatting	
3. Justify Text	
4. Apply list/bullet style	
5. Paste clipboard contents into a document	

II. HANDS-ON

A. WORD

1. You are a member of a socially-oriented organization. In commemoration of the feastday of St. Ignatius, you are tasked to organize an ignatian vigil . As part of the vigil, you'd like to ask other socially-oriented organizations to partake in this momentous and solemn event. Moreover you'd like to ask them to offer a symbol to St. Ignatius. Write a letter that you're going to send to the presidents of different SOA organizations. 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, Organization 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

- The data below pertain to vending machine sales (in units) for the month of January.

Price/pc	15
UNITS SOLD	
Product	January
Coke	500
Sprite	350
Rootbeer	200
Diet Coke	200
Royal	250
Milo	275
Mineral Water	305
Iced Coffee	250
Total	

Instructions:

- Input the table in Microsoft Excel.
 - Suppose sales increase by $n\%$ per month depending on the product due to increased marketing and promotions.
 - Compute for the sales in pesos per month (January to June)
 - Compute for total sales
 - Compute for average sales
 - Percentage of each product to total sales
 - Make a chart showing the sales contribution of Each product in January. Place the chart in a separate worksheet and label the worksheet chart.
 - Save your file as *excels.xls* (25 pts.)
- You are given the list of graduating honor students for the first semester. Students who get Cumulative QPI of 3.35-3.49 are Honorable Mentions, 3.5-3.7 are Cum Laudes, 3.71-3.85 are Magna Cum Laudes, and 3.86-4.00 are Summa Cum Laudes.

Instructions:

- Use the IF function to determine the award that each student will get given their QPIs in column C
- Determine how many students fall under each category.
- Save your file as *excelb.xls*. (15 pts.)

Student	Cum. QPI
Joy	3.5
Liza	3.68
Anne	3.9
Odette	3.35
Hannah	3.56
Ancy	3.42
Maureen	3.46
Patchi	3.68
Sam	3.36
Nikki	3.49
Marie	3.68
Candy	3.78
Joyce	3.5
Claire	3.68
Sharon	3.73

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 *Operations Management* as footer.
4. Save your file as *powerpoint.ppt* (15 pts.).

Chapter 6 Facilities Layout

Basic Layout Types

- **Product Layouts**
- **Process Layouts**
- **Fixed-Position**
- **Combination Layouts**

Basic Layout Formats

- **Group Technology Layout**
- **Just-in-Time Layouts**
 - May be assembly-line or
 - Group Technology formats
- **Fixed Position Layout**
 - e.g. Shipbuilding

Cellular Layouts

- **Cellular Manufacturing**
- **Group Technology**
- **Flexible Manufacturing Systems**

Basic Layout Types

- **Product Layout**
 - Layout that uses standardized processing operations to achieve smooth, rapid, high-volume flow
- **Process Layout**
 - Layout that can handle varied processing requirements
- **Fixed Position Layout**
 - Layout in which the product or project remains stationary, and workers, materials, and equipment are moved as needed

Cellular Layouts

- **Cellular Manufacturing**
 - Layout in which machines are grouped into a cell that can process items that have similar processing requirements
- **Group Technology**
 - The grouping into part families of items with similar design or manufacturing characteristics