

University of Ruhuna – Faculty of Technology
Bachelor of Biosystems Technology Degree
Level I (Semester I) Examination
November 2019
Course Unit: BST 1112 – Information Technology I (Theory – Part I)

Index No:

INSTRUCTIONS: Please read the instruction carefully before answering the paper.

Number of pages: Six (6)

Time: One hour (1 hour)

Please ensure that you have written your **index number** in the space provided above.

There are 40 questions. Answer to all the questions. Equal marks will be given for each question.

Each question has 4 answers, indexed under a, b, c and d.

Underline the correct answer.

Only one answer should be marked in each question. If more than one answer is marked for a question, that question will not be evaluated.

Mobile phones and calculators are not permitted.

1. Memory of a computer which stores data and instructions permanently is

- a. RAM. b. ROM. c. RWM. d. CMOS.

2. What is the device that takes data from user into the computer?

- a. Storage device c. Output device
b. Input device d. Pointing device

3. Which of the following is a function of a computer mouse?

- a. Drawing c. Creating lines
b. Selecting options d. All of these

4. What are the components of computer hardware?

- a. I/O devices c. CPU
b. Storage devices d. All of above

5. What are the two main types of a computer software?

- a. System software and Application software
b. LINUX and UNIX
c. Windows and Mac OS
d. Disk drive and Antivirus

6. Which of the following operating systems involves a GUI-based user interface?

- a. Windows
- b. MacOS
- c. Linux
- d. All of these

7. GUI stands for

- a. Graphics User Interaction.
- b. Graphics Usual Interface.
- c. Graphical User Interface.
- d. General User Interface.

8. What is the name of the place where deleted files move to?

- a. Documents
- b. Downloads
- c. Recycle bin
- d. None of these

9. Which file extensions would be the most appropriate when saving the Microsoft Word 2013, Microsoft Excel 2013 and Microsoft PowerPoint 2013 files, respectively?

- a. .doc, .xlsx, .pptx
- b. .docx, .xlxx, .pptx
- c. .docx, .xlsx, .pptx
- d. .doc, .xls, .ppt

10. Which Microsoft Word application enables us to create the same letter to different recipients?

- a. Templates
- b. New files
- c. Mail Merge
- d. None of above

11. From which menu of Word 2013 you can insert Header and Footer?

- a. Insert Menu
- b. Page Layout Menu
- c. View Menu
- d. Design Menu

12. The two different options of MS Word 2013 are Portrait and Landscape come under

- a. Page Size.
- b. Page Margins.
- c. Page Orientation.
- d. Page Columns.

13. Drop Cap is used in document

- a. to drop all the capital letters.
- b. to automatically begin each paragraph with capital letter.
- c. to begin a paragraph with a large capital letter.
- d. to remove unnecessary capital letters.

14. For which of the following items that the borders can be applied?
- Cells
 - Text
 - Paragraph
 - All of above
15. In MS Word "Ctrl + Right arrow" is used to
- move the cursor one word right,
 - move the cursor end of the line,
 - move the cursor end of the document,
 - move the cursor one paragraph down,
16. In MS Word, the shortcut key "Ctrl +C" is used to
- copy the selected text,
 - print the selected text,
 - cut the selected text,
 - paste the selected text,
17. What is the accurate combination of keys to save a document?
- Ctrl + S
 - Ctrl + F
 - Alt + S
 - Alt + F
18. The intersection of a column and a row on a worksheet in Microsoft Excel is called as?
- Column
 - Value
 - Address
 - Cell
19. What do you use to create a chart in MS Excel 2013?
- Excel wizard
 - Pie wizard
 - Chart wizard
 - Data wizard
20. Which one is not a Function in MS Excel 2013?
- SUM
 - ADD
 - MAX
 - MIN
21. Select the **incorrect** statement of followings in relation to slide master?
- You can place something in the same position on every slide of the presentation.
 - It is useful when you need to insert a background picture in every slide of the presentation.
 - You cannot edit existing design templates using slide master.
 - It contains the master layout and color scheme for the slide in a presentation.
22. What is the correct equation to calculate the average value in the range of A1 to A5?
- =AVERAGE (A1:A5).
 - =AVG(A1:A5).
 - =AVERAGE(A1.A5)
 - =AVERAGE (A1;A5).

23. What is the shortcut key combination which can be used to insert a new slide into the PowerPoint presentation?

- a. Ctrl+N.
- b. Ctrl+M.
- c. Alt+N.
- d. Alt+M.

24. Choose the correct statement of followings about Microsoft Office applications.

- a. Save As option is available only in Microsoft Excel and Word.
- b. Format Painter can be used to copy formatting from one place and apply it to another.
- c. In Microsoft Office, there are only four applications as Access, Word, PowerPoint, and Excel.
- d. Many tools are common to applications in Microsoft Office.

25. How can you see all your slides at once?

- a. Through slide sorter view
- b. Through slide view
- c. Through normal view
- d. Through slide show

26. What feature will you use to apply motion effects in between a slide moving?

- a. Animation Scheme
- b. Slide design
- c. Slide Transition
- d. Colour scheme

27. What is not a personal computer (PC)?

- a. Desktop computer
- b. Palmtop computer.
- c. Laptop computer.
- d. Mini computer.

28. Every table in relational database of Microsoft Access 2013 contain a field or combination of fields that can uniquely identify each records, it is called as

- a. primary key.
- b. unique key.
- c. key record.
- d. field name.

29. The column in a Microsoft Access 2013 database table is called?

- a. Report
- b. Field
- c. Row
- d. Record

30. Which of the followings store command to retrieve data from database?

- a. Queries
- b. Record
- c. Forms
- d. Report

31. A is a set of one or more columns in a table that refers to the primary key in another table.

- a. child key
- b. parent key
- c. composite key
- d. foreign key

32. Which of the followings does not allow to view the data in a table of a Microsoft Access database?

- a. Table
- b. Report
- c. Design view
- d. Form

33. Which one of the followings is not a search engine?

- a. Bing
- b. Yahoo
- c. Google
- d. Windows

34. In internet terminology, IP means

- a. Internet Provider.
- b. Internet Protocol.
- c. Internet Procedure.
- d. Internet Processor.

35. What is the full form of HTML?

- a. Hyper Text Markup Language
- b. Hyper Text Manipulation Language
- c. Hyper Text Managing Links
- d. Hyper Text Manipulating Links

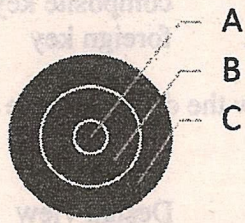
36. Which of the following is a correct format of Email address?

- a. amal.bst.ruh.ac@lk
- b. amal@bst.ruh.ac.lk
- c. www.amal.bst.ruh.ac.lk
- d. amal.bst.ruh.ac.lk

37. Which of the following is a correct URL?

- a. http://www.tec.ruh.ac.lk
- b. http://wwwwww.tec.ruh.ac.lk
- c. http://www.tec.ruh.ac.lk
- d. http://wwwwww.tec.ruh.ac.lk

38. Following diagram shows Internet, Intranet and Extranet. Identify A, B and C respectively.



- a. A– Internet, B– Intranet and C – Extranet
- b. A– Internet, B– Extranet and C – Intranet
- c. A– Intranet, B– Intranet and C – Extranet
- d. A– Intranet, B– Extranet and C – Internet

39. Select the **incorrect** statement regarding computers.

- a. Supercomputers are used to process very large amounts of data.
- b. A computer accepts data and process them to produce information.
- c. Mainframe computer is an example for a personal computer.
- d. Microcomputers are not suitable for big data processing.

40. What is the **correct** statement of the followings with respect to file and folder naming?

- a. A file name cannot have numbers.
- b. Spaces are not allowed for file names.
- c. System reserved words cannot be used as file names.
- d. A file name cannot have capital letters.

+++++

- a. http://www.tec.ruh.ac.lk
- b. http://www.tec.ruh.ac.lk
- c. http://www.tec.ruh.ac.lk
- d. http://www.tec.ruh.ac.lk

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1.

a. What is a Computer? (18 marks)

b. Write down four (04) names of Input devices and four (04) names of output devices. (32 marks)

i. Input devices

ii. Output devices

c. Write down the meaning of following abbreviations. (30 marks)

i. CPU: -----

ii. ALU: -----

iii. RAM: -----

iv. ROM: -----

v. CLI: -----

d. Write down the types of computers based on their physical sizes. (20 marks)

2.

a. Briefly explain following terms in Microsoft Word 2013 (20 marks)

i. Word Processing?

ii. Word Processor?

b. What are the functions of the following keys in MS Word? (20 marks)

i. Backspace key

ii. Delete Key

c. Name five (05) Tabs in MS Word 2013? (20 marks)

d. Briefly explain the following terms in MS Excel (30 marks)

i. Workbook

ii. Worksheet

iii. Cell

e. Write down two (02) advantages of spreadsheets. (10 marks)

3.

a. What is a presentation? (10 marks)

b. Name four Advantages of Computer based presentation (20 marks)

c. Define following terminology based on MS. Access (40 marks)

i. Database

ii. Field

iii. Record

iv. Table

d. Briefly explain three (03) relationship types in MS Access 2013. (30 marks)

4.

a. What is the Internet? (20 marks)

b. Write down the meaning of following abbreviations of internet protocols. (15 marks)

- i. TCP -----
- ii. IP -----
- iii. HTTP -----

c. Write down five (05) applications of the Internet (50 marks)

d. Write down three (3) advantages of using Email. (15 marks)

