UNIVERSITY OF RUHUNA

BACHELOR OF SCIENCE (GENERAL) DEGREE LEVEL I EXAMINATIONS
### JANUARY 2018

COURSE: ICT 1b13 – COMPUTER LITERACY COURSE   Duration : 2 Hours

Answer __four__ (04) questions __only__.

a) Can you save a *Microsoft Word document* using the same name in the same location more than once? Explain your answer by giving reasons.   (10 marks)

b) List two (02) basic functions of an operating system.   (10 marks)

c) Write short notes on followings with respect to *Windows 7*.
   (i)   Windows 7 Task bar   (15 marks)
   (ii) The Importance of windows explorer /explorer view when copying files in a one location to another location.   (10 Marks)

d) Write two (02) file and folder copy/paste methods commonly used in windows systems.
          (10 Marks)

e) When several windows are opened at the same time, one can only interact with the active window (window with focus). Explain the ways of changing the active window (switch between windows) in point form.   (15 marks)

f) Name two (02) new features introduced in *Windows 8.1* with compared to *Windows 7*
          (10 Marks)

g) Following diagram shows you a dialog box in a Windows operating system.
   (i)   Name the components marked as A, B, C, D and E.   (15 marks)
   (ii) What is the difference between the components marked as A and B   (05 marks)

1

Continue ......
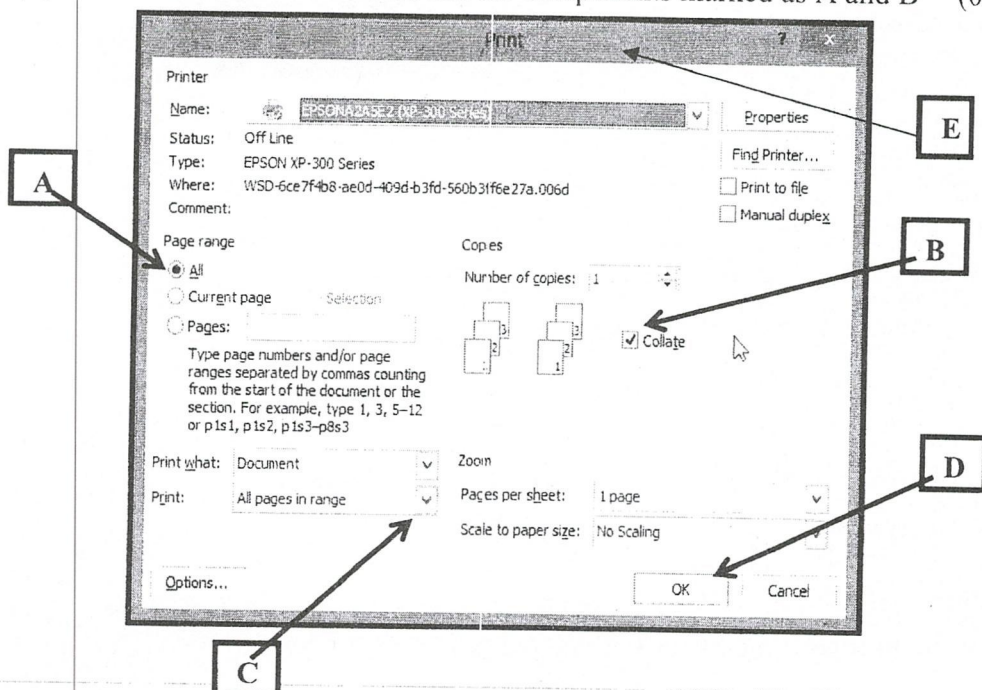
2.

a) Briefly describe the followings.

   (i)   Word Processor

   (ii)   Document Cycle in word processing

   (iii) Mini Toolbar in MS Word
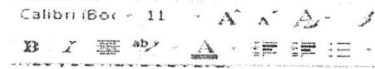
(15 Marks)

b) Write short notes on following features available in MS Word.
   (i)   Find and Replace
   (ii) Mail Merge
   (iii) Footnotes and Endnotes

(15 Marks)

c) List *four (04)* important MS Word features used in the MS Word document given bellow.
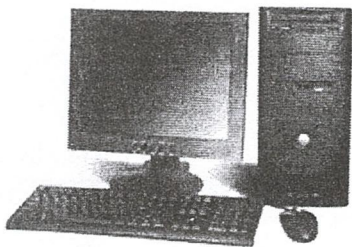
(20 Marks)

d) Explain the following features available in MS PowerPoint.

   i.   Animations   *ii.*   Transitions

   iii. SmartArt Graphic   *iv.*   Action Buttons

(20 Marks)

e) Briefly explain **three (3)** advantages of **Slide Layouts** in MS PowerPoint for designing effective presentations.

(15 Marks)

f) Default format for saving a PowerPoint presentation is ppt/ pptx. List **three (3)** other important file formats available in MS PowerPoint.

(15 Marks)

Continue ......

3.

a) Microsoft Access is an application software that can be used as a Database Management System (DBMS).

(i) What is a database? (10 Marks)

(ii) List three Database Management Systems that are available in the market other than MS Access. (15 Marks)

(iii) What is the purpose of creating Microsoft Access Forms? (10 Marks)

b)

(i) Why relationships are important in a database? (10 Marks)

(ii) What is a Primary key in a relational database? (10 Marks)

c) The following figure shows the query design window in Microsoft Access. Answer the questions given below considering the figure.
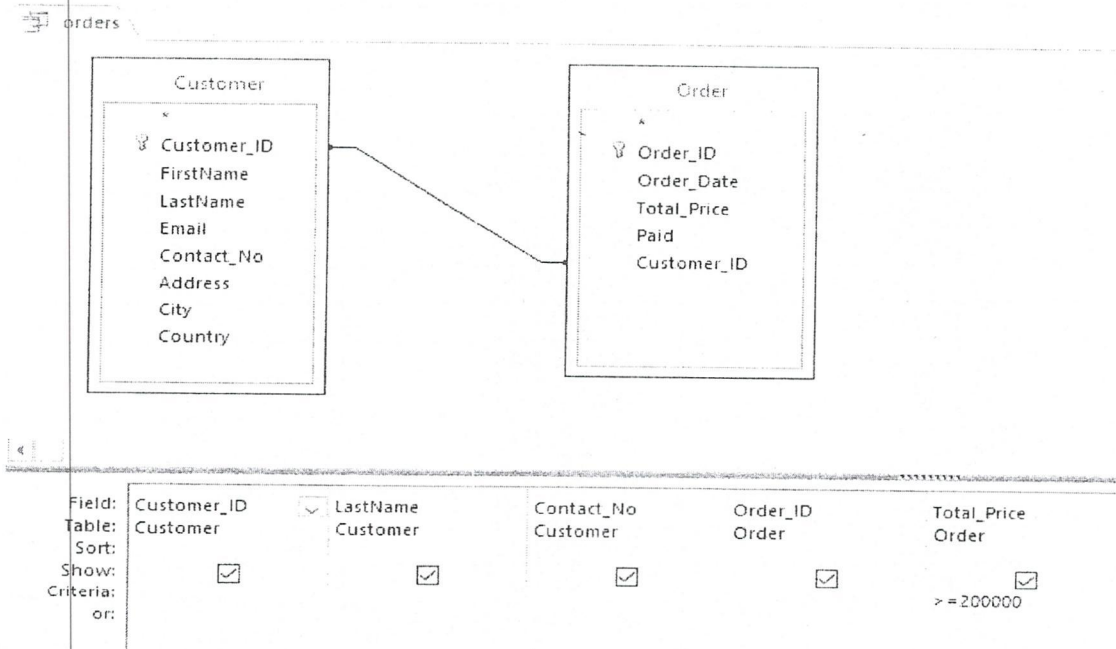
Figure -- 01

(i) How many tables are included in the above relationship window? (10 marks)

(ii) What is the Primary key field of the Customer Table? (5 marks)

(iii) What is the Primary key field of the Order Table? (5 marks)

(iv) How many fields are in the Order table? (5 marks)

(v) From which table, the "Contact_No" field in the above query, is taken?

(5 marks)

(vi) Write the **criteria** used in the above query? (5 marks)

(vii) Write a criteria to list the employee's whose "FirstName" begins with the letter **W**. (10 marks)

4.

a) Briefly describe the following used in **MS-Excel** using suitable **examples** where necessary.

    (i)   Two methods of **Data Editing**   (10 Marks)

    (ii) Three methods of **"Go To"** Command   (15 Marks)

    (iii) Three ways of "**Paste Special** " option   (15 Marks)

b) Consider **Table 1** and **Table 2** in the worksheet given below. Conditions for calculating the **Interest rate** are given in the **Table 2**.

Table 1

	A	B	C	D	E	F
	K15		f_x			
1			**Fixed Deposit Calculator**			
2	FD Number	Matured in (Month)	Deposit	Interest Rate	Interest Amount	Maturity Value
3	FD/2018/05025	6	500,000.00	(a)	(b)	(c)
4	FD/2018/05026	12	17,500.00			
5	FD/2018/05027	3	90,000.00			
6	FD/2018/05028	12	225,000.00			
7	FD/2018/05029	6	50,000.00			
8	FD/2018/05030	3	1,000,000.00			
9	FD/2018/05031	3	850,000.00			
10	FD/2018/05032	6	10,000.00			
11	FD/2018/05033	12	100,000.00			
12	FD/2018/05034	12	90,000.00			
13	FD/2018/05035	12	15,000.00			
14	FD/2018/05036	6	445,000.00			
15	FD/2018/05037	3	55,000.00			
16			Total of Interest Amount		(d)	
17			Total of Maturity Value			(e)
18						

Table 2

	M	N
	P7	f_x
2	Deposit periods	Rate of Interest Maturity
3	12	13%
4	6	10%
5	3	8%

Continue ......

- **Write formulas or functions to do the following calculations in the relevant places indicated in the Table 1 above.**

  (i)   Interest Rate   (10 marks)
  (ii)   Interest Amount (Deposit * Interest Rate)   (10 marks)
  (iii) Maturity Value (Deposit + Interest Amount)   (10 marks)
  (iv)   Total of Interest Amount   (10 marks)
  (v)   Total of Maturity Value   (10 marks)
  (vi)   Number of Fixed Deposits which Deposits less than Rs. 100,000.00 (10 marks)

- *Note*: If should be possible to use the fill handler feature to copy *formulas or function* to calculate the *Interest Rate, Interest Amount* and *Maturity Value.*

5.

a) Write short notes on the following concepts by also giving examples with respect to the C programming language.

   (i)   Variables

   (ii)   Arrays

   (iii) Functions   (30 Marks)

b) State whether each of the C program statements given below is True or False.

   (i)   Including "**stdio.h**" library will allow you to use the **printf()** function.

   (ii)   A statement in a C program must end with a colon.

   (iii)   C is case-sensitive programming language.

   (iv)   You can use comments in your program to explain what your program does.

   (v)   Keywords can be used as variable names in C.

   (vi)   The first letter of a variable should either be a letter or an underscore.

   (vii)   Valid C program must not contain the main() function.

   (viii) **Continue** statement is used if we want to exit a loop under special circumstances.

   (ix)   **Switch** selection structure is used to check only the equality.

   (x)   An Array can store several values of different data types using a single name.

                                                                          (20 marks)

c) Write single C statements for the following expressions.

   (i)   A=A+1; B=A;

   (ii)   P=Q; Q=Q+1;

   (iii) X=Y-1; Y=Y-1;

   (iv)   S=S+1; R=S/2 +3;

                                                                          (20 Marks)

d) Write a C program to perform given operations on an integer value according to the following instructions.

    (i) First, the program should ask the user to input an integer from the keyboard (to the variable VAL) and display the list of available operations as shown below.

<div style="border:1px solid black; padding:10px; width:400px">

Main Menu
1. **Add 10**
2. **Multiply by 2**
3. **Subtract 5**
4. **Quit**

Enter your option:

</div>

    (ii) Then program should allow the user to select the operation by entering the menu options 1-4 (to the variable **OPT**). The program should then perform the relevant calculation using the integer value entered by the user and display the answer on the computer screen.

(30 Marks)

6.

    a)

        (i) Write two selection structures and two repetition structures available in the C language.

(20 Marks)

        (ii) Give simple example for each structure you wrote in **(i)** above. (20 Marks)

    b) Write short answers for the following questions.

        (i) Which selection structure tests **only for equality?**

        (ii) Which loop would execute the body of the loop **at least once** even when condition controlling the loop is initially **false?**

        (iii) What should be the value for **VAL** In the following code to print the first **Six** members of array called "**values**"?

<div style="border:1px solid black; padding:10px; width:500px">

```
int values[] = {10,20,30,40,50,60,70,80,90,100};
for(int i=0;i<=VAL; i++)
    printf("%d ", values[i]);
```

</div>

        (iv) What is the string function that can be used to get the actual length of a given string?

(20 Marks)

c)

(i) Explain the difference between **Break** and **Continue** statements. (10 Marks)

(ii) Write the output of following C program.

```c
#include <stdio.h>
int main(){
        int i;
        for (i = -5; i<= 10; i++ ){
                if (i==0)
                        continue;
                printf("I = %d\n",i);
                if (i==5)
                        break;
        }
        return 0;
}
```

(10 Marks)

d) Consider the following C Program.

```c
#include <stdio.h>
main(){
        int count;
        for(count=0; count<10; count++)
                printf("\nCount= %d",count);
        return 0;
}
```

(i) Write the output of the above C program. (10 marks)

(ii) Rewrite the program to get the same output using a **While Loop**. (10 marks)