



UNIVERSITY OF RUHUNA

BACHELOR OF SCIENCE HONOURS IN FISHERIES AND MARINE SCIENCES DEGREE
BACHELOR OF SCIENCE HONOURS IN MARINE & FRESH WATER SCIENCES DEGREE

Level I Semester I Examination August/September 2018

FDN 1121 – Computer Literacy - I (Theory – Part II)
Structured Paper

Index No:

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

Number of pages: Three (3)

Time: Thirty (30) minutes

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

There are three (3) questions. Answer all the questions.

Mobile phones and calculators are not permitted.

1. a. Briefly explain what is an operating system? (20 marks)

b. List out the features of operating systems and briefly explain three of them. (40 marks)

c. What is difference between data and information? (20 Marks)

d. Briefly explain the following terms.

(20 Marks)

i. Input and Output Devices:

ii. Main Memory:

2. a. What is Mail Merge? Explain briefly.

(20 Marks)

b. Briefly explain the followings with respect to Mail Merge (25 Marks)

i. Main Document

ii. Data Source

c. Name five different types of objects that can be inserted into a word document. (10 marks)

d. What are the differences between **backspace key** and **delete key**? (20 marks)

e. Briefly explain the followings with respect to MS Word (25 marks)

i. Styles

ii. Proofing Tools

03. a. Briefly explain the followings with respect to the Microsoft Excel. (20 Marks)

i. Fill Handle

ii. Workbook

iii. Worksheet

iv. Cell

b. Briefly explain the output of the following Excel functions with giving syntax equation. (40 Marks)

i. MAX

ii. SQRT

iii. SUM

iv. COUNT

d. State five advantages of using computer based presentation applications? (20 Marks)

e. i. Briefly explain what is the Slide Master in a PowerPoint presentation. (10 marks)

iii. State the situations where Slide master is useful to use. (10 Marks)
