

University of Ruhuna - Faculty of Technology
Bachelor of Information & Communication Technology Degree
Level 1 (Semester 1) Examination
2018-October

Course Unit: ICT1123, PC Applications and Computer Laboratory

Time Allowed: 2 hours

Answer all four (04) questions

This question paper contains **06 pages** including this instruction page

IMPORTANT INSTRUCTIONS:

1. The medium of this examination is **English**.
2. This is a **Closed Book** examination.
3. This Examination consists of **four (04)** questions that are given equal marks.
4. You must **answer all four (04)** questions in this examination.

MS Word

- 01) a) i) List three text formatting features available in MS Word.
- ii) Write **two** web features of a word processor.
- iii) Write **one** advantage of adding tables to a MS Word document.
- iv) List **two** different views that can be used to display a MS Word document.
- v) Write the purpose of having collaboration tools in MS word documents.
- vi) List **four** paragraph formatting techniques available in MS Word.
- vii) Write down the **difference** between *footnotes* and *endnotes* in a MS Word document.
- viii) Mail Merge is a word processing feature that allows users to create letters with names and addresses from a database. Explain the steps that you use to create mail merged letters using an example.

[MS Word: 50 marks]

MS Power Point

- b)
- i) Briefly explain two benefits of using a PowerPoint application.
- ii) Suppose you are going to prepare a presentation to present in front of a class room. Explain how you are going to prepare for the presentation.
- iii) Write down **four (04)** typical mistakes you need to avoid when delivering a presentation.
- c) Select the suitable answers for the questions given below.
- i) How do you start a slide show?
- A) Click on Go
- B) Turn on transition
- C) Click on the Slide Show icon
- D) All of the above
- ii) Suppose you want to add the faculty logo to the bottom right corner of each slide of your presentation. What is the most efficient way to do this?
- A) Insert the logo once, copy it, then paste it to the other slides.
- B) Insert the logo on the slide master.
- C) Use the insert picture command on the Insert tab.
- D) Copy the picture, select all of the slides in the Navigation Pane, right click, and choose paste.

iii) Which of the following PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?

- A) Animation
- B) Color Schemes
- C) Transition Settings.
- D) Handouts

iv) How can you stop a slide show in PowerPoint?

- A) Press the down arrow
- B) Press the right arrow
- C) Press the left arrow
- D) Press Escape

v) Slide sorter of PowerPoint is available on _____ menu.

- A) File
- B) Insert
- C) View
- D) Edit

[MS Power Point part: 50 marks]

MS Excel

02) a)

- i) List **three (03)** examples of spreadsheet programs.
- ii) Write down the **primary purpose** of using spreadsheet programs
- iii) Write down two **(02)** components that a worksheet is made of.

b)

- i) What is the purpose of using "Name Box" in MS Excel?
- ii) Write a function that can be used to add all numbers in a range of cells in an Excel sheet.
- iii) Explain the difference between **relative** and **absolute** addresses using suitable examples.
- iv) Briefly explain the difference between COUNT, COUNTA and COUNTBLANK functions in the MS Excel.

- c) Consider the data shown in the following Excel sheet and answer the question i) to v) giving functions/formulas with the relevant cell addresses

	A	B	C	D
1	Item	Unit Price	Quantity	Total
2	Tomato Planter Bags	Rs. 10	30	
3	Lanterns	Rs.400	10	
4	Candles	Rs.15	50	
5				
6	Tax (6.5%)			
7	Total			
8	Average Quantity			
9	Total number of items			
10	Total price of order			

Table 01

- i) To calculate the total price of items and display it "Total" column.
- ii) To calculate 6.5% sales tax on item totals on cell D6.
- iii) To calculate the total price of the order, including tax on the cell D10.
- iv) To calculate the average quantity on the cell D8.
- v) To get the total number of items ordered on the cell D9.

d)

- i) Discuss three benefits of using data validation in MS Excel.
- ii) Write down two advantages of using pivot tables in MS Excel

[MS Excel part: 100 marks]

MS Access

03) a)

- i) List **four** commonly used Microsoft Access 2016 object types.
 - ii) Explain the co-relationship exists among the object types you mentioned i) above.
- b)
- i) What are the relationship types exist between two tables in MS Access?
 - ii) Briefly explain the difference between "Primary Key" and "Foreign Key" using a real world example.

- c) i) Explain two properties that can be used to control the format of information available in database tables.
- ii) List four (04) action queries in MS Access.
- d) Suppose you have to create a database for the scenario given below using MS Access. Use the case study to answer the questions (i) – (iv).

University of Ruhuna has of 10 faculties. Each faculty has a name, dean and a building. A faculty is divided into number of departments, for an example, the technology faculty has three departments namely ICT, Engineering Technology and Bio Systems. Each department belongs to one faculty only. Every department has a department head, name and a building assigned to. Each department offers different courses and each course can be offered by only one department. Each course has a unique code, title and duration

- i) Name the tables that you plan to create to satisfy the above requirements.
- ii) List the field names and the corresponding data types for the tables you identified in (i) above.
- iii) Write down the relationship types exist among the tables.
- iv) Identify the primary keys of each of the above tables.

[MS Access part: 100 marks]

Adobe Photoshop

- 04) a) Consider **Adobe Photoshop CS5** for answering following questions
- i) Write down two (02) basic types of computer graphics.
- ii) List three (03) graphic formats suitable for web/screen.
- iii) Explain the importance of using Photoshop layers using an example.
- iv) What is meant by the resolution of an image?
- v) Explain the use of following Photoshop tools.
1. Magic Wand
 2. Marquee
 3. Smudge
 4. Erase
 5. Crop

[Adobe Photoshop part: 60 marks]

Corel DRAW X7

- b) Use "Corel DRAW X7" to answer the questions given below
- i) Write down **two (02)** "Perfect shapes" available in Corel Draw.
 - ii) Describe the difference between "Raster" and "Vector" images.
 - iii) Write down the purpose of "Pen" Tool when drawing lines.
 - iv) Explain an advantage of using Master layers
 - v) Write down **two (02)** types of text that can be added to a drawing and compare their difference.

[Corel DRAW X7 part: 40 marks]

course has a unique code, title and duration

- i) Name the tables that you plan to create to satisfy the above requirements.
- ii) List the field names and the corresponding data types for the tables you identified in (i) above.
- iii) Write down the relationship types exist among the tables.
- iv) Identify the primary keys of each of the above tables.

[MS Access part: 100 marks]

Adobe Photoshop

- 04) a) Consider Adobe Photoshop CS2 for answering following questions
- i) Write down two (02) basic types of computer graphics.
 - ii) List three (03) graphic formats suitable for web/screen.
 - iii) Explain the importance of using Photoshop layers using an example.
 - iv) What is meant by the resolution of an image?
 - v) Explain the use of following Photoshop tools

- 1. Magic Wand
- 2. Marquee
- 3. Smudge
- 4. Erase
- 5. Crop

[Adobe Photoshop part: 60 marks]