

**University of Ruhuna- Faculty of Technology**  
**Bachelor of Information and Communication Technology Degree**  
**Level 1 (Semester 1) Examination, November 2019**

**Course Unit: ICT1123- PC Applications and Computer Laboratory (Time Allowed: 2 hours)**

Answer all **four (04)** questions

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This question paper contains **07 pages** including this instruction page.

**IMPORTANT INSTRUCTIONS:**

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

**MS Word:**

01)

A)

I. List three(3) Desktop publishing features available in word processing software.

II. What is the function of “word wrap” in MS Word?

III. Describe the use of following short cuts in MS Word.

- a) CTRL+O .....
- b) CTRL+P .....
- c) CTRL +N .....

IV. List three(3) Document view types available in Word.

V. Write the difference between a footnote and an endnote.

VI. How do you perform a mail merge in MS Word? What is the advantage of using mail merge?

VII. Write down four(4) Section break types available in MS Word.

VIII. List four(4) paragraph formatting features in MS Word.

IX. When should you use the following lists in documents?

- a. Bulleted list used for :  
.....
- b. Numbered list used for :  
.....

**Power Point:**

B)

I. Write three(3) Potential benefits of using a presentation.

II. List down three(3) examples of presentation software.

III. List three(3) steps required for preparing and conducting an effective PowerPoint presentation.

IV. List three(3) important things to consider before preparing a presentation.

V. List three(3) common important factors to consider when selecting a presenting style.

VI. Write two(2) different **view types** exist in PowerPoint.

VII. Select the correct answers for the questions given from (a) to (e)

a) Which of the following tab is not available on left panel when you open a PowerPoint presentation?

- i. Outline
- ii. Slides
- iii. Notes
- iv. All of the above are available

b) A new presentation can be created from

- i. a Blank Presentation
- ii. an Existing Presentation
- iii. a Design Template
- iv. All of above

c) To place something in the same position on every slide of a presentation automatically, you should insert it into

- i. Slide Master
- ii. Notes Master
- iii. Handout Master
- iv. None of the above

d) What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- i. Animation Scheme
- ii. Slide Transition
- iii. Slide Design
- iv. None of the above

e) In Microsoft PowerPoint, in order to see all the slides on one screen, you use the following view.

- i. Reading view
- ii. Notes Page view
- iii. Outline view
- iv. Slide sorter view

**MS Excel:**

02) A)

- I. List three(3) popular spreadsheet software.
- II. Write two(2) **advantages** of using spreadsheets.
- III. Write two(2) **disadvantages** of using spreadsheets.
- IV. What are the three(3) basic types of **data** that can be entered into a cell?
- V. Briefly explain four(4) different types of **cell references** that can be included in formulas giving examples.
- VI. Using examples, briefly explain the **difference** between a **formula and a function**.
- VII. Write two(3) advantages of pivot tables.

B)

- I. Consider the following excel worksheet to provide the answers to questions from (a) to (e) .

Following excel sheet shows the marks obtained by four students for two subjects. (Subject1,Subject2) with the weight given for each subject. In order to fill the columns E and F, corresponding subject marks should be multiplied with the relevant weight given for a subject.

	A	B	C	D	E	F	G	H
1	Weight for Subject1 (W1)		3					
2	Weight for Subject2 (W2)		2					
3	Index number	Name	Subject1	Subject2	Weighted_ Subject1	Weighted_ Subject2	Total Marks	Grade
4	TG/2018/001	Amal	62	60	186	120	306	B
5	TG/2018/002	Kamal	45	43	135	86	221	C
6	TG/2018/003	Nimali	85	90	255	180	435	A
7	TG/2018/004	Sunil	20	18	60	36	96	E

- a) Write a formula in E4 cell to calculate Weighted\_Subject1 mark for the student Amal.
- b) What is the **cell reference type** you used in question (a) above.
- c) Write a formula to calculate **Total Marks** in G4 cell. ( Total = Summation of weighted marks)
- d) Write formulas to calculate **Grades** according to total marks as given below
- |   |                             |
|---|-----------------------------|
| A | Total = 400 or above        |
| B | Total >=300 and Total < 400 |
| C | Total >=200 and Total <300  |
| D | Total >=100 and Total < 200 |
| E | Below 100                   |
- e) Write a formula to display average of total marks in G8 cell
- ii. Briefly explain the following error messages.
- #VALUE!
  - #####
  - #REF!

## MS Access

03) A)

- I. What is meant by a **Database**?
- II. Write an example for a database application.
- III. Write Three(3) data object types available in Access 2016 .
- IV. List four(4) data types exist in Access.
- V. What are the types of relationships exist between tables in Access?
- VI. What are the four(4) types of query wizards available in Access?

B) Use the case study to answer questions from (a) to (e).

- I. A company has five departments Pressing , Welding, Packing , Payroll and Mailroom. Each department has a name, id and a location. Employees, who are working in this company has a name, unique id, address and a position. An employees can be assigned to more than one department.
  - a) What are the **tables** you hope to create according to the above scenario?
  - b) List the **field names** and the corresponding **data types** you assigned for the tables identified in (a) above.
  - c) Write down the **relationship types** exist among the tables.
  - d) Identify the **primary keys** of each of the above table.
  - e) What is the **foreign key** that you identified?

## Adobe Photoshop

04)

A) Consider Adobe Photoshop CS5 to answer the following questions.

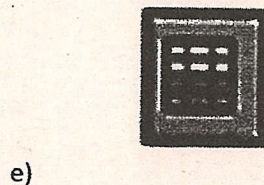
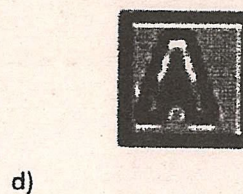
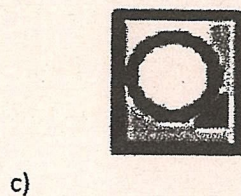
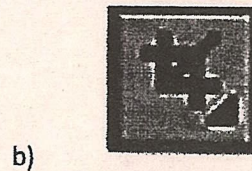
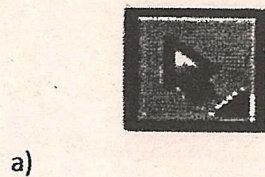
- I. Briefly describe difference between canvas size and image size.
- II. What is meant by a **resolution** in an image?
- III. What are two(2) basic types of computer graphics available? Describe them considering the factors such as how to store them and file formats to use in each type.

- IV. List three(3) **color modes** available in Photoshop.
- V. Explain the use of following Photoshop tools briefly.
- a) Clone stamp
  - b) Marquee
  - c) Move
  - d) Crop
  - e) Text

### Corel Draw

B) Use Corel Draw 2018 to answer this questions.

- I. List four(4) Perfect Shapes in Corel Draw.
- II. What are the two(2) type of text that can be added to a drawing?
- III. Identify the names of the following fly outs and explain usage of each.



- IV. Explain two(2) advantages of using of **Master layers** in CorelDraw.