



FACULTY OF FISHERIES AND MARINE SCIENCES & TECHNOLOGY,
UNIVERSITY OF RUHUNA, SRI LANKA

First Examination in B.Sc. in Fisheries and Marine Sciences, (Part - I) August 2017

First Examination in B.Sc. in Marine and Freshwater Sciences, (Part - I) August 2017

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. What is a computer? Explain briefly. (20 marks)

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- b. Explain the difference between Volatile Memory and Non-Volatile Memory. (20 marks)

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- c. Briefly explain following terms with respect to the features of operating systems.

(40 marks)

- i. User interfaces

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- ii. Program execution

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- iii. I/O operations

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- iv. Protection and security

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- d. Explain the difference between Operating System Software and Application Software?

(20 Marks)

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2. a. Briefly explain the followings in terms of text & paragraph formatting in MS Word? (50 marks)

i. Mail Merge

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ii. Styles

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iii. Drop Caps

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iv. Proofing Tools

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v. Sections

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b. What are the advantages of changing measurements units? (20 marks)

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

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d. Briefly explain the importance of AutoCorrect options used in MS Word (20 Marks)

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3. a. What is "Fill Handler" in Excel?

(10 Marks)

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b. Briefly explain following Excel functions with suitable examples

(30 Marks)

i. MAX

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ii. SQRT

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iii. SUM

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c. Briefly explain VLOOKUP function with a suitable example.

(20 Marks)

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d. Write three key features of presentation application

(10 Marks)

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e. Briefly discuss the importance of using Slide Master in a PowerPoint presentation.

(15 marks)

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f. What is Notes Page with respect to Microsoft PowerPoint?

(15 marks)

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