



University of Ruhuna- Faculty of Technology
Bachelor of Biosystems Technology Honors Degree
Level 1 (Semester I) Examination, December 2025
Academic Year 2024/2025

Course Unit: BST 1112 - Information Technology I (Written)
Duration: 1 hour and 30 minutes

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Please **read** and **follow** the instructions given below.

- There are **three (3)** questions in **four (4)** pages. Please check all the pages are there and printed properly before start answering.
- Answer all **three (3)** questions.
- Marks allocated for each part of the question are indicated.
- Calculators and mobile phones are not allowed.

Question 1

Write Your Answers Briefly and Clearly.

(100 marks)

- a) Define the term '**data**' within the context of Information Technology. *(08 marks)*
- b) Identify and name the **four (4)** types of computers according to their physical size.
(08 marks)
- c) Briefly describe the **main components** of the **Central Processing Unit (CPU)** in a computer system and explain the function of each component. *(16 marks)*
- d) Compare and contrast **impact** and **non-impact printers** with **suitable examples**.
(16 marks)
- e) Identify **four (4)** major types of portable secondary storage devices and provide a brief description of each. *(16 marks)*
- f) Briefly describe the advantages of using a **Graphical User Interface (GUI)** over a **Command Line Interface (CLI)**. *(16 marks)*
- g) **Discuss** the importance of **Administrator accounts** and **Guest accounts** in Windows and **explain** their intended use of each account type. *(20 marks)*

Question 2

Write Your Answers Briefly and Clearly.

(100 marks)

- a) What is the visual role of using **animation** in presentations? *(10 marks)*
- b) Provide **four (4)** essential guidelines for effectively incorporating text when including in a slide? *(16 marks)*
- c) Identify **four (4)** significant advantages of **computer-based** presentations software offers over **traditional methods**? *(16 marks)*
- d) Briefly explain the core difference between **footnotes** and **endnotes** regarding their placement in word processing. *(8 marks)*
- e) What are the different **types of styles** in word processing, and explain how do they improve document formatting? *(30 marks)*
- f) Explain the specific **role** and content of the **main document** and the **data source** in a mail merge operation? *(10 marks)*
- g) Describe the essential steps which are involved in **protecting** a workbook in Excel to set a **password**, and why is it essential to secure your Excel files and workbooks? *(10 marks)*

Question 3

Write Your Answers Briefly and Clearly.

(100 marks)

- a) What is the difference between the concepts of **Intranet** and an **Extranet**? *(10 marks)*
- b) Briefly explain the concept of **Data Communication** and identify its major **components**.? *(20 marks)*
- c) What is the role of **TCP/IP** in internet communication? *(10 marks)*
- d) Define an **IP Address**, and explain the types of IP addresses? *(15 marks)*
- e) Briefly describe the following features of a professional email communication, *(25 marks)*
- **To**
 - **CC**
 - **BCC**
 - **Subject**
 - **Attachment**
- f) Briefly explain the **process** of how email works and the role of the key email protocols involved (**SMTP, IMAP, and POP3**) in this process. *(20 marks)*

*** END OF THE PAPER ***