



UNIVERSITY OF RUHUNA
FACULTY OF FISHERIES AND MARINE SCIENCES & TECHNOLOGY
Academic Year 2023/2024

Bachelor of Science Honors in Fisheries and Marine Sciences Degree /
Bachelor of Science Honors in Marine and Freshwater Sciences Degree

Level I, Semester-I Examination – October/ November 2024

FDN 1121: Computer Literacy – I

Time: 01 hour and 30 Minutes

INSTRUCTIONS

Index Number:

Please read the instructions carefully before answering the paper.

- Number of Pages: Nine (09)
- There are two (02) parts in the question paper.
 - Part I
 - Contains 25 MCQ questions.
 - Each question has 5 answers a, b, c, d and e.
 - Circle the correct answer (e.g., ©. Correct answer.)
 - Only one answer should be marked in each question. If more than one answer is marked for a question, that question will not be evaluated.
 - Part II
 - Contains two (02) structured questions.

Office Use Only			
Question No.		1 st Marking	2 nd Marking
Part I	MCQ		
Part II	1		
	2		
Total			

Answer all questions

Part I – MCQ

- 1) Which of the followings is not an input device?
 - a) Keyboard
 - b) Mouse
 - c) Printer
 - d) Scanner
 - e) Joystick
- 2) What is the primary purpose of RAM (Random Access Memory)?
 - a) Non-volatile storage
 - b) Permanent data storage
 - c) Storing programs and data currently in use
 - d) Storing BIOS settings
 - e) Cannot be erased or written over
- 3) What does TCP stand for in the context of Internet communication?
 - a) Transfer Communication Protocol
 - b) Transmission Control Protocol
 - c) Text Communication Protocol
 - d) Transmission Communication Path
 - e) Transfer Control Path
- 4) Which of the followings is used to display output from a computer?
 - a) Keyboard
 - b) Scanner
 - c) Monitor
 - d) Joystick
 - e) Webcam

- 5) Which of the followings is an example of secondary storage?
- a) RAM
 - b) Cache Memory
 - c) Hard Disk Drive
 - d) CPU
 - e) ROM
- 6) What is the main purpose of Microsoft Word?
- a) To create spreadsheets
 - b) To create and edit text documents
 - c) To design presentations
 - d) To manage databases
 - e) To browse the internet
- 7) Which indent moves just the first line of a paragraph to the right?
- a) Hanging indent
 - b) Left indent
 - c) Right indent
 - d) First line indent
 - e) Center indent
- 8) What type of break allows for different headers and footers in the new section of a word document?
- a) Page break
 - b) Section break (Next page)
 - c) Column break
 - d) Line break
 - e) Page break (Even page)
- 9) How can you make a header and footer appear only on the first page of a document?
- a) By inserting a page break after the header
 - b) By selecting the "Difference First Page" option
 - c) By manually deleting it from the subsequent pages
 - d) By adjusting margin settings
 - e) By using a section break
- 10) In which section of the Ribbon indicate the option to insert page numbers in a Word document?
- a) Home
 - b) Insert
 - c) Design
 - d) Layout
 - e) Review
- 11) What is the main use of the Mail Merge feature in Microsoft Word?
- a) To create a table of contents
 - b) To generate personalized letters or labels for multiple recipients
 - c) To format text in various styles
 - d) To convert documents to PDF
 - e) To insert graphics

12) What does the COUNT function in Excel do?

- a) Counts the total characters in a cell
- b) Counts the maximum value in a range
- c) Counts the number of numeric cells in a range
- d) Counts the minimum value in a range
- e) Counts non-numeric values in a range

13) What is the purpose of the VLOOKUP function in Excel?

- a) To find the maximum value in a range
- b) To search specific information in a table
- c) To create a chart from the data
- d) To count the number of rows in a worksheet
- e) To perform text-based operations on cells

14) What will be the result, if the value in cell D1 is 85 in given formula?

= IF (D1>100, "High", "Low"),

- a) High
- b) Error
- c) Low
- d) 100
- e) TRUE

15) If cell F1 contains the formula =VLOOKUP(25, A1:B10, 2, FALSE), what does the formula do?

- a) Find the exact match for the value 25 in column A and return the corresponding value in column B
- b) Find the largest value less than 25 in column A
- c) Return the sum of the values in column B
- d) Return an error if no value is found in column B
- e) Find the smallest value greater than 25 in column A

16) Consider the equation $z = ax^2 + by + c$, where constants a, b and c are in cells E1, E2, and E3, and values of x and y are in cells F2 and G2 respectively, what formula should be written in cell H2 to calculate the value of z when x=3 and y=5?

- a) =E1*F2^2+E2*G2+E3
- b) =E1*F2+E2*G2^2+E3
- c) =E1*F2^2+E2+G2+E3
- d) =E1*F2^2+E2*G2-E3
- e) =(E1*F2^2)+(E2*G2)+\$E\$3

- 17) What is a key feature of good presentation material?
- a) Complexity
 - b) Simplicity
 - c) Irrelevance
 - d) Length
 - e) Ambiguity
- 18) Which of the following is not a feature of Microsoft PowerPoint ribbon?
- a) Tabs
 - b) Font group
 - c) Control buttons
 - d) Status bar
 - e) Title bar
- 19) What is the use of the Slide Master in PowerPoint?
- a) To create transitions
 - b) To change the layout of an individual slide
 - c) To modify the layout and design of all slides at once
 - d) To add animations to text
 - e) To apply theme to a single slide
- 20) What does the Quick Access Toolbar in PowerPoint allow you to do?
- a) Open a new slide
 - b) Access common commands like Save, Undo, and Redo
 - c) Change the slide layout
 - d) Add transitions
 - e) Insert graphics
- 21) How can you reuse a slide from another presentation in PowerPoint?
- a) Use the Slide Master
 - b) Use the Duplicate Slide option
 - c) Use the Reuse Slides option
 - d) Insert a new slide manually
 - e) Create a new layout
- 22) In PowerPoint, which feature allows objects to move on a slide?
- a) Transitions
 - b) Animations
 - c) Slide Master
 - d) Themes
 - e) Layouts
- 23) What is the basic syntax for a function in Excel?
- a) Function name followed by arguments
 - b) Equals sign followed by arguments
 - c) Equals sign followed by the function name and arguments
 - d) Arguments followed by the function name
 - e) Parentheses followed by function name and arguments

24) Which
edge o
a)
b)
c)

25) What
a
b
c

24) Which feature in the Page Layout tab allows you to control the space between the text and the edge of the page?

- a) Indentation
- b) Spacing
- c) Margins
- d) Columns
- e) Page borders

25) What is the primary communication protocol that forms the foundation of the Internet?

- a) FTP
- b) HTTP
- c) TCP/IP
- d) SMTP
- e) POP3

Part II

Question 01

(25 Marks)

I.

- a) Briefly explain what is Internet and why it is important.

(03 Marks)

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- b) Explain the difference between input devices and output devices with examples.

(04 Marks)

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- c) Briefly describe two types of storage devices used in computers with examples.

(3 Marks)

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II.

- a) Complete the table below with the correct shortcut keys for the given tasks in Microsoft Word.

(4 Marks)

Task	Shortcut Key
Create a new document	
Save the document	
Cut selected text	
Paste copied or cut text	

(25 Marks)

b) Briefly explain the concept of Mail Merge and its importance.

(04 marks)

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(03 Marks)

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(04 Marks)

c) Explain the difference between a Page Break and a Section Break in Microsoft Word. (03 marks)

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(3 Marks)

d) Name the indenting options provided by indent markers and briefly explain them. (04 marks)

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(4 Marks)

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Question 02

(25 marks)

I.

a) Write the corresponding excel formula to achieve the given tasks. (06 marks)

i. Sum the values in cells A1 through A10.

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ii. Calculate the average of the numbers in cells B1 through B5.

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iii. Create a condition where if the value in cell C1 is greater than 100, the result should be "Pass," otherwise it should be "Fail."

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b) Differentiate COUNT and COUNTA functions in Excel.

(04 Marks)

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c) Illustrate 3 different types of charts available in Excel with diagram.

(05 marks)

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(25 marks)

II.

a) List three (3) essential design considerations when creating a presentation. (03 marks)

(06 marks)

- 1.
- 2.
- 3.

b) List five (5) multimedia elements that can be used in PowerPoint slides. (05 marks)

- 1.
- 2.
- 3.
- 4.
- 5.

c) What is the purpose of using the Rehearse Timings feature in PowerPoint? (02 Marks)

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(04 Marks)

(05 marks)

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