

இலாட ம சிலக்கி ஆலீர்னி]  
 முழும் பதிப்புப்பரிமையைடையது]  
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ஸ்ரீ லங்கா விடுதலைப் பொறுத்துவம் / இலங்கைப் பரிட்சைத் திணைக்களம் / Department of Examinations, Sri Lanka

Open Competitive Examination for Recruitment to Class 3 Grade III of  
 Information and Communication Technology Service - 2014 (2015)

(i) ICT Written Test

Two hours

Instructions to Candidates

**Very Important :**

Do not use Pencils  
 to write answers.



- \* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1    2    3    4

Write your Index Number here, and  
 on pages 3 and 5 in the spaces  
 indicated.

.....  
 Checked as correct

.....  
 Invigilator's Initials

**Important :**

- \* This paper consists of 75 questions on 10 pages.
- \* Before answering the paper arrange all the pages in order.
- \* Answer all questions on this paper itself.
- \* The time allowed for this paper is two hours.
- \* Commence answering only after the Centre Supervisor's announcement.
- \* Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- \* Use of calculators is not allowed.
- \* Even if you are not attempting the paper hand it over to the Supervisor.
- \* Write the answers clearly and legibly in blue or black ink only and not in pencil.
- \* It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- \* Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

**For Examiner's use only**

Page No.	Question No.	Marks Awarded
2	1 - 10	
3	11 - 21	
4	22 - 30	
5	31 - 39	
6	40 - 50	
7	51 - 56	
8	57 - 61	
9	62 - 66	
10	67 - 71	
11	72 - 75	
<b>Total</b>		

**Final Score**

In figures	
In words	
Marking Examiner	
Checked by	

- For questions from No. 1 to 50, select the correct or the most appropriate answer and write the letter of the answer choice in the dotted line provided against the question.





**3**

31. Which of the following is the shortcut for inserting a function into an MSExcel spreadsheet?  
 (1) shift+F1      (2) shift+F2      (3) shift+F3      (4) shift+F4      (.....)
32. What will be the value displayed in the C1 of the following worksheet?
- |    |   |       |                 |   |
|----|---|-------|-----------------|---|
| C1 | ▼ | $f_x$ | =ROUND(A1/B1,3) |   |
|    | A | B     | C               | D |
| 1  | 2 | 3     |                 | E |
| 2  |   |       |                 |   |
- (1) 0.6      (2) 0.66      (3) 0.667      (4) 0.67      (.....)
33. You are given A1=2 and B1=0. What will appear in C1, if the formula =A1/B1 is entered in C1?  
 (1) infinity      (2) divide by zero  
 (3) #DIV/0!      (4) error      (.....)
34. An MSExcel file **cannot** be saved as a (an) .....  
 (1) web page      (2) XML document  
 (3) MSWord document      (4) image file      (.....)
35. Assume that A1 is wrap text enabled and the text "Selection test for programmer" is entered in A1 of a worksheet. Which of the following is true?  
 (1) Entire text will be displayed within A1 only.  
 (2) Every word will be displayed in a new row.  
 (3) Text will be seen in B1 and C1 also.  
 (4) Entire text will be displayed in the cell even with a shorter row height.      (.....)
36. A student who is new to MSExcel has entered values 25, 10 and 25 in cells A1, A3 and A4. Now the cell pointer is at the cell A5. Then clicked on the Auto Sum icon and pressed Enter key. What will happen?  
 (1) Nothing will happen.  
 (2) Number 60 will be displayed in the cell A5.  
 (3) Number 35 will be displayed in the cell A5.  
 (4) Number 50 will be displayed in the cell A5.      (.....)
37. Assume that MSExcel worksheet contains empty cell A30 and formula =AVERAGE(A30) is entered in the cell A31. What will be displayed in the cell A31 by MSExcel?  
 (1) #INFINITE      (2) #ERROR  
 (3) #DIV/0!      (4) #VALUE!      (.....)
38. In an MSExcel worksheet, cell A1 contains "Selection Test" and in the cell A7 the formula =A1+6. What will be displayed by the MSExcel in cell A7?  
 (1) #INFINITE      (2) #ERROR  
 (3) #DIV/0!      (4) #VALUE!      (.....)
39. A student was working on an MSExcel worksheet. When he opened the worksheet, all the column headings were in the alphabetical order. However, after sometime, the columns C and D were not visible. What would be the action taken by the student resulted in this situation?  
 (1) Both columns C and D have been deleted.  
 (2) These columns have been moved to another worksheet.  
 (3) He accidentally renamed the columns.  
 (4) He by mistake has taken "Hide" option.      (.....)

40. Consider the following statement about slide master in MSPowerPoint.
- (a) Slide master stores basic information about slide layout.
  - (b) Slide master saves time in providing same look to many slides in the presentation.
  - (c) Every presentation must have at least one slide master.
- Which of the above are correct?
- (1) (a) and (b) only
  - (2) (a) and (c) only
  - (3) (b) and (c) only
  - (4) All (a), (b) and (c)
- (.....)
41. Which of the following can be used to save a presentation with font embedding and media links to a folder which can be copied to an external storage device?
- (1) Publish slides
  - (2) Package for CD
  - (3) Add a digital signature
  - (4) Encrypt
- (.....)
42. When you are in the slide show view, which of the following can be used to return to the previous view?
- (1) Enter key
  - (2) Home key
  - (3) ESC key
  - (4) Right mouse button
- (.....)
43. Which of the following is true with respect to thumbnail presentation view?
- (1) Its order of slides cannot be changed.
  - (2) Slides in thumbnail presentation view cannot be deleted.
  - (3) Contents of a slide cannot be changed in the thumbnail presentation view.
  - (4) Insertion of slides is not possible in thumbnail presentation view.
- (.....)
44. Which of the following is true regarding MSPowerPoint?
- (1) Notes pages can be viewed by the audience of the slide show.
  - (2) Pictures can be inserted into notes page.
  - (3) Typing is allowed on the slides directly.
  - (4) Characters can be inserted into placeholders.
- (.....)
45. Consider the following statements about the slide show in MSPowerPoint.
- (a) Slide show can be started from the first slide of the presentation
  - (b) It can be started from the current slide of the presentation
  - (c) Slide show can be customized
- Which of the above are correct?
- (1) (a) and (b) only
  - (2) (a) and (c) only
  - (3) (b) and (c) only
  - (4) All (a), (b) and (c)
- (.....)
46. Which of the following is **not** a Database Management System?
- (1) MySQL
  - (2) Postgress
  - (3) MSAccess
  - (4) WAMP
- (.....)
47. A field of a database table which can uniquely identify its records is called the .....
- (1) Primary key
  - (2) Foreign key
  - (3) Alternate key
  - (4) Composite key
- (.....)
48. SQL in databases stands for .....
- (1) Strong Queue Language
  - (2) Structures Query Language
  - (3) Simple Query Language
  - (4) Simplex Query Language
- (.....)
49. If a database is a collection of tables, a table is a collection of .....
- (1) attributes
  - (2) domains
  - (3) values
  - (4) records
- (.....)
50. Which of the following lists contains graphic file formats only ?
- (1) GIF, JPEG, DIF
  - (2) PNG, GIF, JPEG
  - (3) JPEG, TIFF, DIF
  - (4) TIFF, DIF, PNG
- (.....)

- For the question from No. **51** to **75** provide short answers in this space given.

51. Briefly explain what ‘backward compatibility’ means.

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.....  
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.....  
.....

52. How do you insert an MSPowerPoint Presentation to an MSWord document?

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.....  
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53. What is the shortest way to type  $X^2$  ?

.....  
.....  
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.....  
.....

54. Assume that the cursor is in the last column of the last row in a table in an MSWord document. How do you insert a new row below this?

.....  
.....  
.....  
.....  
.....

55. Briefly describe how to insert a watermark to an MSWord document?

.....  
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.....  
.....  
.....

56. Mention how do you copy a format of a paragraph to another paragraph?

.....  
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.....  
.....  
.....

57. Describe how to combine revisions of multiple authors into one MSWord document.

.....  
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.....  
.....

58. Provide a mechanism to show the final version of revised MSWord document.

.....  
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.....  
.....

59. State how to insert a new comment to an MSWord document.

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60. Briefly explain how to create a PDF version of an MSWord document.

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.....

61. How do you change the MSEExcel reference style to R1C1 style?

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62. Assume that in an MSExcel worksheet with a list of thousand employees, you had entered the employee name in two columns as 'First Name' in column A and 'Last Name' in column B as shown in Figure 1. You want to concatenate these two into one 'Full Name' in column C with a single space between the two parts as shown in Figure 2. Write a formula to be entered in C4 to do this.

A	B	C	D
<b>ABC Company Ltd.</b>			
<b>Employee Details</b>			
3 First Name	Last Name	Address Line 1	Address Line 2
4 Sithija	Siriwardhane		
5 Amalee	Meegasthanne		
6 Lakshman	Perera		

Figure 1

A	B	C	D
<b>ABC Company Ltd.</b>			
<b>Employee Details</b>			
3 First Name	Last Name	Full Name	Address Line 1
4 Sithija	Siriwardhane	Sithija Siriwardhane	
5 Amalee	Meegasthanne		
6 Lakshman	Perera		

Figure 2

63. Assume that you want to copy **only** the value of the cell C1 having the formula to add values in A 1 and B1 to D4. Explain how you could do this?

.....  
.....  
.....  
.....

64. Explain in briefly, how you can keep a portion of the worksheet visible while the rest of the worksheet scrolls.

.....  
.....  
.....  
.....

65. Briefly describe how you can sort data in a column in ascending order.

.....  
.....  
.....  
.....

66. Write the steps to import data from an MSAccess database to MSExcel.

.....  
.....  
.....  
.....

67. Explain how you save an MSExcel file as a CSV file.

.....  
.....  
.....

68. Briefly explain Relative and Absolute cell references, giving one example for each.

Relative cell reference :-

.....  
.....

Absolute cell reference :-

.....  
.....

69. Write the steps to rotate text to a diagonal angle or vertical orientation in MSExcel.

.....  
.....  
.....  
.....

70. Name **four** types of charts in MSExcel and state the one purpose of each of them.

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....

71. Explain what 'synchronous scrolling' means.

.....  
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.....

72. Give **four** data types you can use in creating a table in an MSAccess database and one example for each of them.

(i) .....

(ii) .....

(iii) .....

(iv) .....

73. Two properties that can be applied for filed of an MSAccess database table are given below. Briefly state what each field property means.

Format :-

.....  
.....

Validation rule :-

.....  
.....

74. Write how you can get the relationship diagram of an MSAccess DBMS.

.....  
.....  
.....

75. To which category does the relationship between 'Teacher' and 'Student' entities of an Entity - Relationship diagram prepared for a students information system belongs to; One to one, one to many or many to many. Justify your answer.

.....  
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.....

\* \* \*

சிங்க உ சீலகி அவீரனி]  
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 Information and Communication Technology Service - 2014 (2015)

(ii) **Aptitude**

*One hour*

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**1    2    3    4**

Write your Index Number here, and  
 on page 3 in the space indicated.

.....  
 Checked as correct

.....  
 Invigilator's Initials

**Important :**

- \* This paper consists of 50 questions on 8 pages.
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Page No.	Question No.	Marks Awarded
2	1 - 7	
3	8 - 17	
4	18 - 21	
5	22 - 30	
6	31 - 35	
7	36 - 45	
8	46 - 50	
<b>Total</b>		

**Final Score**

In figures	
In words	
Marking Examiner	
Checked by	

- For each question from No. **1** to **5**, a certain problem and two statements as I and II have been given. **On the dotted line** provided against the question, write

- \* **1**, if the problem can be solved using statement I only.
- \* **2**, if the problem can be solved using statement II only,
- \* **3**, if the problem can be solved using statements I and II at the same time.
- \* **4**, if the problem can be solved using either statement I or II separately.
- \* **5**, if the problem **cannot** be solved using either of the statements I or II.

- 1. Problem** : Who took the least time to finish the motor car race held at Bogambara; Cyril, Amal or Wimal?  
**Statement** : I. Cyril spent more time than Wimal to finish the race.  
II. Wimal finished the race in less time than Amal. (.....)
- 2. Problem** : Who receives the highest salary; Arthur, Peter or Nihal?  
**Statement** : I. Nihal receives a higher salary than Peter, while Arthur receives a lower salary than Nihal.  
II. Peter receives a lower salary than Nihal, while Arthur receives a higher salary than Peter. (.....)
- 3. Problem** : What was the winning house; at the inter-house sportsmeet of the Ladies College, Olu, Manel, Nelum or Kumudu?  
**Statement** : I. House Manel scored less marks than House Olu.  
II. House Kumudu scored higher marks than House Nelum. (.....)
- 4. Problem** : On which day does the hotel prepare the highest number of hoppers; Monday, Wednesday or Friday?  
**Statement** : I. On Monday, less number of hoppers is prepared than Friday, while more hoppers are prepared on Wednesday than Monday.  
II. The number of hoppers prepared on Friday is equal to the sum of the number of hoppers prepared on Monday and Wednesday. (.....)
- 5. Problem** : How many square shaped floor tiles of size 30cm×30cm will be required to cover the floor of a square shaped classroom completely?  
**Statement** : I. Perimeter of the classroom is 80 metres.  
II. Area of the classroom floor is 400 square metres. (.....)

- Under each question from No. **6** to **8**, three English words have been represented following a certain secret number code. But the digit that represent each English letter of the words is not given in the correct order. Also, the digit that represent each letter may differ from question to question.

- Based on the code, find the group of digits that represent the **boldface** English word in the correct order and write the **number** of the relevant choice **on the dotted line** provided against the question.
- 6. SHRI<sup>F</sup>T - 643512      PETIT - 86746      SPEED - 18789**  
**SPIRIT**  
(1) 17246      (2) 17426      (3) 17645      (4) 17864      (.....)
- 7. SOLID - 20631      LATER - 64578      WORDS - 90812**  
**AWARDS**  
(1) 292751      (2) 494812      (3) 494831      (4) 949721      (.....)

8. BARBER - 214254      CANNON - 303356      EDIBLE - 194871

**DANCER**

- (1) 216537      (2) 735612      (3) 753612      (4) 756321      (.....)

- Questions from No. 9 to 12 are based on the following information about the directions taken by six friends who gathered at a four-way junction.

◆ The six friends Amal, Wimal, Kamal, Sunil, Anil and Dinil came to a four-way junction with roads heading towards North, South, East and West. They came from the same direction in three times two friends at a time and walked towards the directions as given below.

- \* The friend who came with Amal walked towards East.
- \* Sunil walked towards North.
- \* The friend who came with Wimal walked towards West.
- \* Kamal and Amal walked to the directions opposite to each other.

◆ Two friends coming together, compulsorily walked to the directions opposite to each other.

According to these information, find the correct answer to each question and write the **number** of the relevant choice **on the dotted line** provided against the question.

9. What could be the direction that Dinil walked towards?

- (1) North or East      (2) North or West      (3) South or East      (4) South or West      (.....)

10. Which two friends exactly walked towards the same direction?

- |                    |                     |
|--------------------|---------------------|
| (1) Amal and Anil  | (2) Wimal and Kamal |
| (3) Anil and Dinil | (4) Dinil and Amal  |
- (.....)

11. Which of the following statements is correct regarding the friend who walked towards South?

- |                   |                       |
|-------------------|-----------------------|
| (1) Exactly Anil  | (2) Exactly Dinil     |
| (3) Anil or Dinil | (4) Not Anil or Dinil |
- (.....)

12. Who **cannot** be the friends who came to the junction together?

- |                    |                     |
|--------------------|---------------------|
| (1) Anil and Dinil | (2) Amal and Wimal  |
| (3) Amal and Kamal | (4) Sunil and Dinil |
- (.....)

- For each question from No. 13 to 17, a series of numbers arranged in a certain pattern is given. Based on the pattern of each question, select the most suitable number for the place posted ? mark and write the **number** of the relevant choice **on the dotted line** provided against the question.

13. 720 , 180 , 60 , 30 , .....?

- (1) 10      (2) 15      (3) 20      (4) 30      (.....)

14. 3 , 9 , 54 , 648 , .....?

- (1) 3888      (2) 7776      (3) 11664      (4) 15552      (.....)

15. 65 , 50 , 36 , 23 , .....?

- (1) 11      (2) 12      (3) 13      (4) 14      (.....)

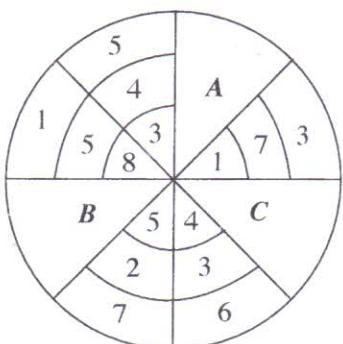
16. 9 , 28 , 65 , 126 , .....?

- (1) 164      (2) 184      (3) 217      (4) 245      (.....)

17. 19 , 30 , 40 , 51 , .....?

- (1) 60      (2) 61      (3) 62      (4) 63      (.....)

- Questions from No. 18 to 20 are based on the following net of three concentric circles and the related information.



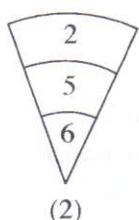
- \* Each circle of this net is divided into eight parts and they are numbered from 1 to 8.
- \* Each area marked as **A**, **B** and **C** also has a certain part of the net.

Select the correct answer for the following questions based on these information and write the **number** of the relevant choice **on the dotted line** provided against the question.

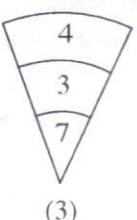
18. Which of the following parts could fit into the area **A**?



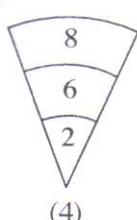
(1)



(2)



(3)



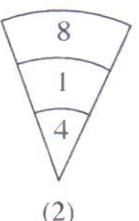
(4)

(.....)

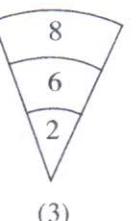
19. Which of the following parts could fit into the area **B**?



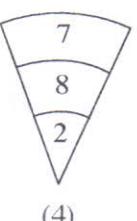
(1)



(2)



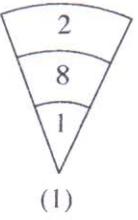
(3)



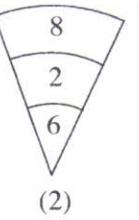
(4)

(.....)

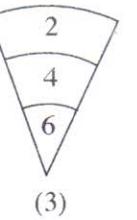
20. Which of the following parts could fit into the area **C**?



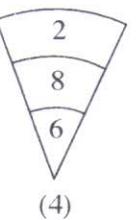
(1)



(2)



(3)



(4)

(.....)

- Select the correct answer for the questions from No. 21 to 25 and write the **number** of the relevant choice **on the dotted line** provided against each question.

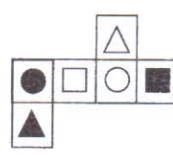
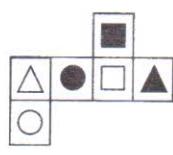
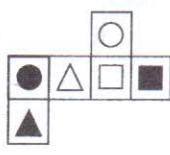
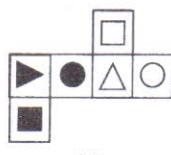
21. In a certain village, bells of the temple, the church and the kovil ring once in every 20 minutes, 30 minutes and 45 minutes respectively. On a certain day, all the three bells rang together at 6.00 pm. At what time will the three bells ring together again?

(1) 9.00 pm      (2) 10.00 pm      (3) 11.00 pm      (4) 12.00 midnight      (.....)



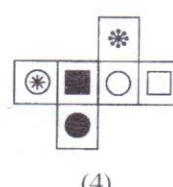
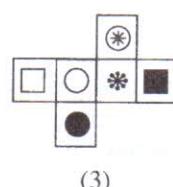
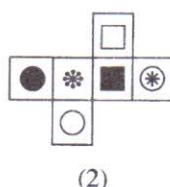
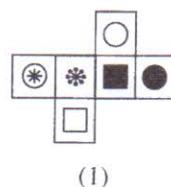
- For each question from No. 31 to 35, a certain position of a dice is shown. Select the block which will make the dice that can be positioned similar to this position and write the **number** of the relevant choice **on the dotted line** provided against the question.

31.



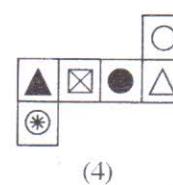
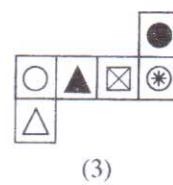
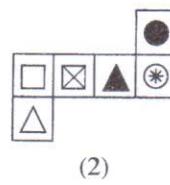
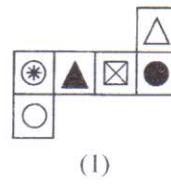
(.....)

32.



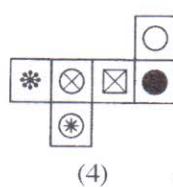
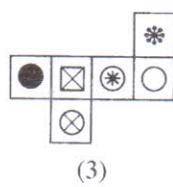
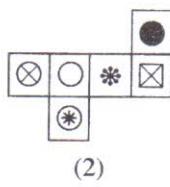
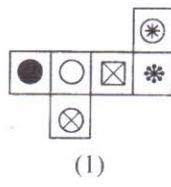
(.....)

33.



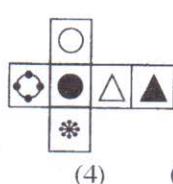
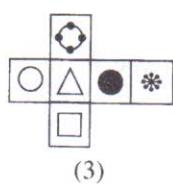
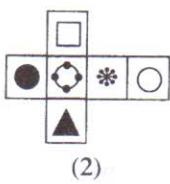
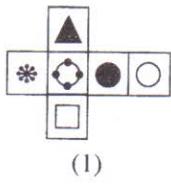
(.....)

34.



(.....)

35.



(.....)

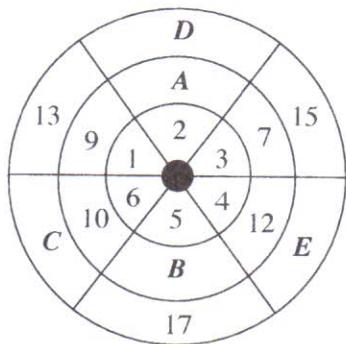
- Questions From No. **36** to **40** are based on the following information about the ages of a group of six officers **A,B,C,D,E**, and **F**.

- \* **A** is five years older than **C**.
- \* **B** is twice the age of **E**.
- \* Sum of the ages of **A** and **E** is 55 years.
- \* Sum of ages of **B** and **C** is 71 years.
- \* Age of **F** is half the sum of ages of **A** and **B**.
- \* Age of **B** is half the sum of ages of **D** and **F**.

According to the information, select the correct answer for the each question and write the **number** of the relevant choice **on the dotted line** provided against the question.

36. What are the ages of **A** and **B** respectively, in years?  
 (1) 30, 36      (2) 32, 40      (3) 34, 42      (4) 36, 44      (.....)
37. What is the age difference of **C** and **D**, in years?  
 (1) 8      (2) 11      (3) 14      (4) 17      (.....)
38. Who is the eldest?  
 (1) **B**      (2) **D**      (3) **E**      (4) **F**      (.....)
39. What is the sum of ages of **E** and **F** in years?  
 (1) 59      (2) 67      (3) 75      (4) 80      (.....)
40. Who is the youngest?  
 (1) **B**      (2) **D**      (3) **E**      (4) **F**      (.....)

- Questions from No. **41** to **45** are based on this number cycle which has numbers posted in a certain order and additional information given below.



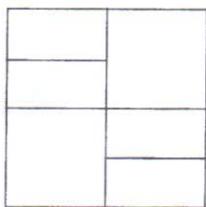
\* Each part of the cycle named as **A,B,C,D** and **E** also has a number that follow the same order.

Find the number that fits into the places given in each question according to the above information and write the **number only in numerals on the dotted line** provided against each letter.

41. **A** (.....)
42. **B** (.....)
43. **C** (.....)
44. **D** (.....)
45. **E** (.....)

- For each question from No. **46** to **50**, find the correct answer and write it **only in numerals**, on the **dotted line** provided against the question.

46.



How many rectangles does this figure have? (.....)

47. In a certain IQ test which has 50 questions, 3 marks is awarded for each correct answer and 1 mark is deducted for each incorrect answer. Tharaka who answered all the 50 questions, could score 78 marks. If so, how many questions has Tharaka answered correctly? (.....)
48. When selling a television on cash, a discount of 10% of the marked price is offered and 12% of the selling price is charged as VAT. If a person who bought a television of this brand on cash had to pay Rs. 15120, what was the marked price of it, in Rupees? (.....)
49. A 6 - meters - long cable weighs 10.8 kilograms. What will be weight of a 10-meters-long cable of the same type? (.....)
50. Every student in a certain class study music or dancing or both as subjects. 8 students of this class study both music and dancing. 18 students study music. 12 students study dancing only. If so, how many students are there in this class? (.....)

\* \* \*

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