Vavuniya Campus of the University of Jaffna

First Examination in Information Communication Technology - 2016 (Technology Stream)
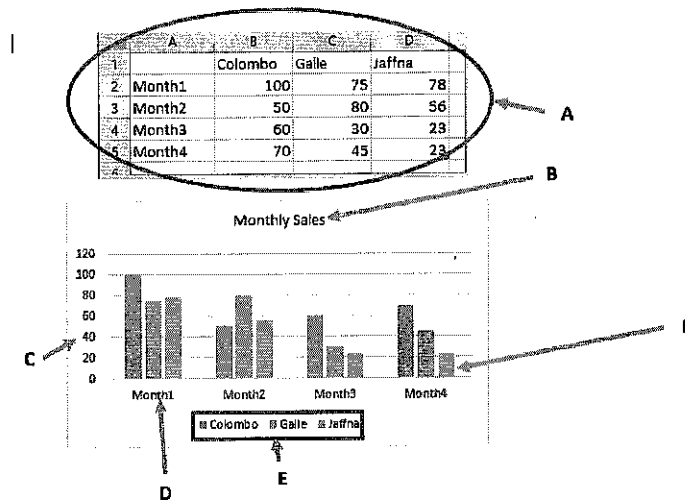
First Semester - June/July 2017

TICT1133 - Computer Applications (Theory)

Answer Two Questions Only

Time Allowed: One hour

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1. (a) Briefly describe what is meant by the term "Word processor".   [05%]

   (b) Write down the steps to achieve the following tasks in Microsoft Word 2016.

      i. To change the bullet color.

      ii. To use a custom page size.

      iii. To enable the automatic Spelling and Grammar checking.   [15%]

   (c) Briefly describe the three types of breaks in Microsoft Word 2016.   [15%]

   (d) Explain how Microsoft Word 2016 helps you to recover your files in case of an emergency.   [10%]

   (e) Illustrate any three situations that you need to use SmartArt graphic in Microsoft Word 2016.   [15%]

   (f) The main parts of a chart are marked as A, B, C, D, E, F in the following column chart. Identify all the parts and describe each of them.   [20%]

	Colombo	Galle	Jaffna
Month1	100	75	78
Month2	50	80	56
Month3	60	30	23
Month4	70	45	23

Chart title: Monthly Sales. Legend: Colombo, Galle, Jaffna.

(g) Discuss the new features available in Microsoft Word 2016 compared to the previous versions. [20%]

2. (a) Discuss the advantages of using the fill handle in Microsoft Excel. [10%]

(b) Explain the two types of cell references in Microsoft Excel 2016. [10%]

(c) State any four number formats that you can find in Excel. [10%]

(d) Describe the usage of the paintbrush icon in Excel. [10%]

(e) Excel calculates formulas based on the order of the operations. Write down the order of operations and find the answer for each of the following formulas.

   i. $= (10-7)+20*3/2\wedge2*3-1$

   ii. $= (3*2)\wedge2+5*4+3\wedge2/3$ [20%]

(f) Consider the following table created in the computational application.

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	A	B	C	D	E	F	G
1	Name	Exam Results (Out of 100)	Assignment 1 Marks (out of 100)	Assignment 2 Marks (out of 100)	Average assignment marks	Total	Grade
2	Amal	49	46	33			
3	Kamal	54	42	36			
4	Raja	61	36	47			
5	Mohammed	43	48	40			
6							
7							
8							
9							
10							
11							

Sheet1

i. Write down the cell address of the highlighted cell. [05%]

ii. The average marks for the assignments should be calculated by considering the marks of the Assignment 1 and the Assignment 2. Write down the appropriate **formula** in Excel to get the Average assignment marks for Amal.

[05%]

iii. You are supposed to calculate the Total marks by using the following equation.

*Total = Exam Results * 60% + Average assignment marks * 40%*

Write down the **formula** in Excel to get the Total marks for Kamal. [05%]

iv. Since the students' marks are very low it is decided to add some extra marks to their Total marks and compute the Final marks. For that it needs to add a new column between the Column F and the Column G. Describe how a new column can be inserted. [05%]

v. The extra marks which is supposed to add for the Total marks is stored as follows in a separate sheet as a constant.

	A	B	C
1			
2			
3		5	
4			

Additional Sheet

Consider the following equation and write the **formula** in Excel to calculate

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Raja's Final marks.

Final marks = Total + Extra Marks   [10%]

    vi. According to the students' Final marks write down a **function** to calculate the grade for Amal by considering the table given below.   [10%]

	H	I
4		
5	Marks	Grade
6	0	E
7	35	D
8	50	C
9	65	B
10	80	A
11		
		Sheet1

3. (a) Describe Microsoft OneDrive in your own words. State any three benefits of using OneDrive.   [15%]

   (b) Discuss how Track Changes works in Microsoft Word 2016. Identify the Track Changes viewing options.   [20%]

   (c) Differentiate inspecting and protecting document in Microsoft Word.   [10%]

   (d) Describe the term "Misused word" with a suitable example in Microsoft Word.   [10%]

   (e) Every work book contains at least one worksheet by default. Worksheets help you organize your workbook and make it easier to find content.

Explain how you can achieve the following tasks in organizing the worksheets.

    i. Copy a worksheet.

    ii. Change the worksheet tab color.

    iii. Group and ungroup worksheets.   [20%]

   (f) Identify the advantages of using the cell references to write formulas in Excel.   [10%]

   (g) Discuss the different worksheet views in Excel 2016.   [15%]

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