UNIVERSITY OF COLOMBO, SRI LANKA

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (*EXTERNAL*)

Academic Year 2018 – 1st Year Examination – Semester 1

EN1301 – Personal Computing

Multiple Choice Question Paper

06 May, 2018
(ONE HOUR)

Important Instructions:

- The duration of the paper is **1 (One) hour.**
- The medium of instruction and questions is English.
- The paper has **25** questions and **09** pages.
- All questions are of the MCQ (Multiple Choice Questions) type.
- All questions should be answered.
- Each question has 5 (five) choices with one or more correct answers.
- All questions carry equal marks.
- There is a penalty for incorrect responses to discourage guessing.
- The mark given for a question will vary from 0 to +1(*All the correct choices are marked & no incorrect choices are marked*).
- Answers should be marked on the special answer sheet provided.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Mark the correct choices on the question paper first and then transfer them to the given answer sheet which will be machine marked. **Please completely read and follow the instructions given on the other side of the answer sheet before you shade your correct choices**.
- Calculators are NOT Allowed.

01) The OpenOffice software suite includes,

(a) Excel.	(b) Base.	(c) Paint.
(d) Impress.	(e) GIMP.	

02) Consider the following statements.

I. System Software manages system resources and provides a platform to run application software.
II. Photoshop is an example of system software.
III. A system cannot run without application software.

Which of the above statements is / are true regarding computer software?

(a) (I) Only.	(b) (II) Only.	(c) (I) and (II) Only.
(d) (I) and (III) Only.	(e) (II) and (III) Only.	

03) Which of the following options in OpenOffice.org Writer can be used to personalize a wedding invitation card to 500 recipients?

(a) Bibliography Database.	(b) Mail Merge Wizard.	(c) Table Properties.
(d) Object.	(e) Cross Reference.	

04) Consider the following functions in OpenOffice.org Writer.

I. Hyperlink.
II. Formatting Mark.
III. Macro.
IV. Formula.

Which of the above functions is / are used automate tasks that need to be performed repeatedly?

(a) (I) Only.	(b) (III) Only.	(c) (I) and (III) Only.
(d) (II) and (IV) Only.	(e) (III) and (IV) Only.	

05) Which of the following statements is/are correct regarding OpenOffice.org Writer document?

(a) Changes to a particular document can be tracked by enabling, 'Record' option in 'changes' sub menu.
(b) A tab stop can be moved directly by dragging the tab mark on the ruler to the desired position.
(c) 'Indexes and Tables' option can be used to create a user-defined index.
(d) Once a document is saved, one cannot save the same document using another name.
(e) A picture added to the document can be either flipped vertically or horizontally.

Consider the following text segment shown in Figure 1 and the Table format shown in Figure 2 to answer questions 06 and 07.

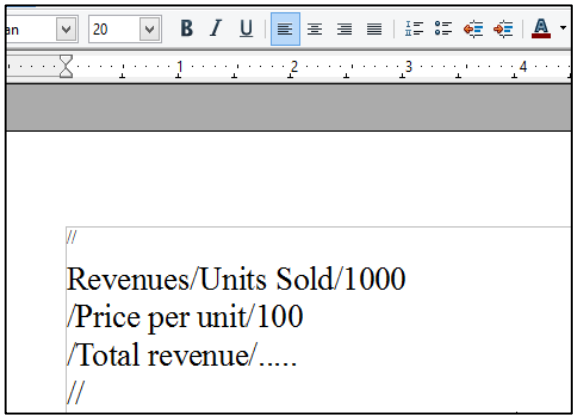


Figure 1

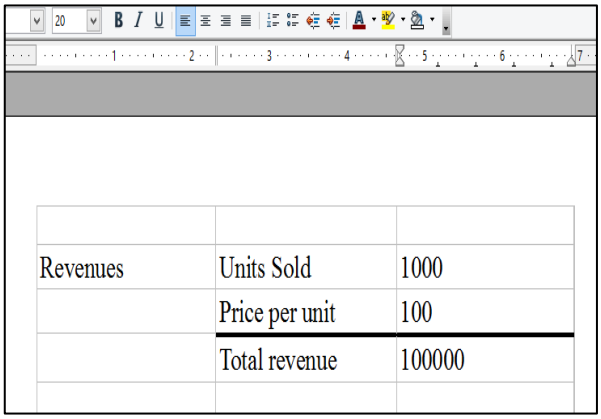
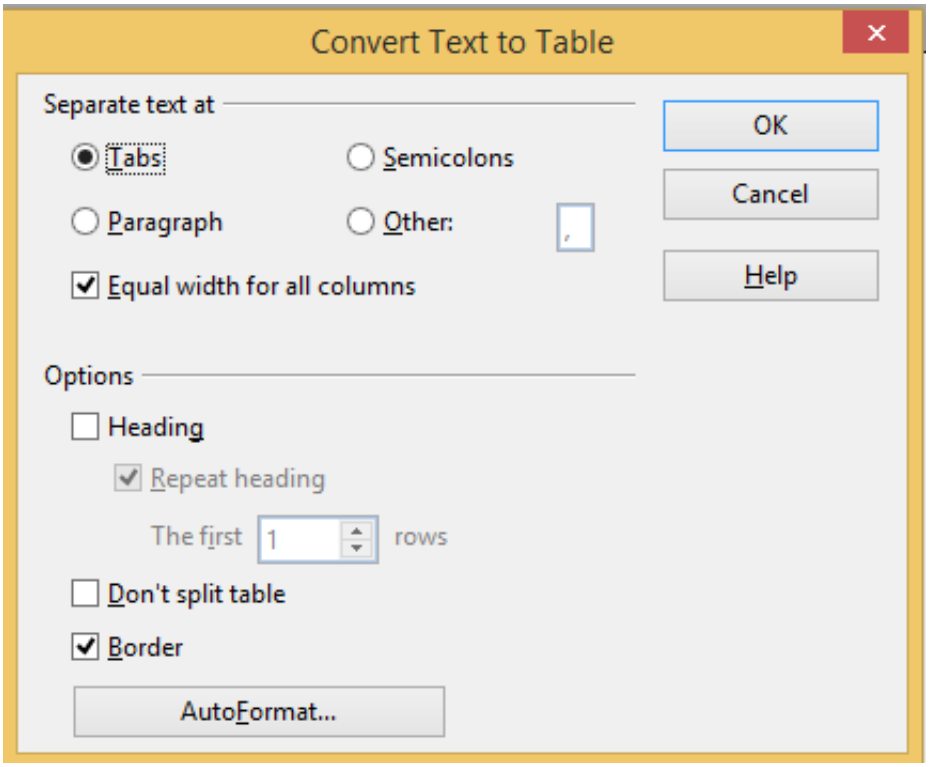


Figure 2

06) Consider the following "Convert Text to Table" option window.



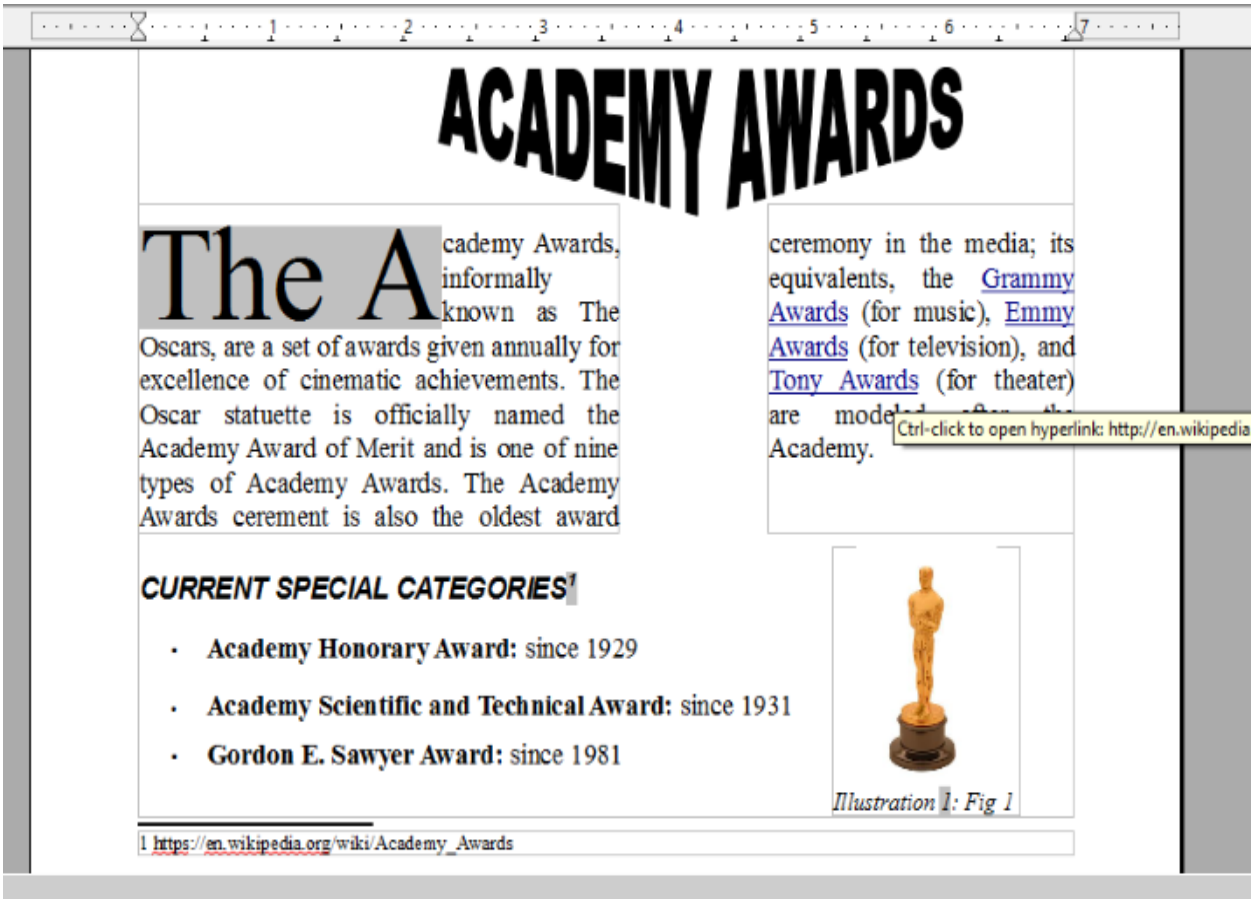
Which of the following options in "Convert Text to Table" should be selected to convert the text segment (Figure 1) to the table format (Figure 2) in OpenOffice.org Writer?

(a) Tabs.	(b) Semicolons.	(c) Paragraph.
(d) Other.	(e) Don't split table.	

07) Which of the following formulae can be used to calculate the 'Total revenue' in the converted table format shown in Figure 2?

(a) =1000*100	(b) =<C2:C3>	(c) =mul<C2:C3>
(d) =pow<C2:C3>	(e) =<C2>*<C3>	

Consider the following document segment created in OpenOffice.org Writer to answer questions 08 and 09.



ACADEMY AWARDS

The Academy Awards, informally known as The Oscars, are a set of awards given annually for excellence of cinematic achievements. The Oscar statuette is officially named the Academy Award of Merit and is one of nine types of Academy Awards. The Academy Awards cerement is also the oldest award ceremony in the media; its equivalents, the Grammy Awards (for music), Emmy Awards (for television), and Tony Awards (for theater) are model... Academy.

Ctrl-click to open hyperlink: http://en.wikipedia

CURRENT SPECIAL CATEGORIES[1]

- **Academy Honorary Award:** since 1929
- **Academy Scientific and Technical Award:** since 1931
- **Gordon E. Sawyer Award:** since 1981

Illustration 1: Fig 1

1 https://en.wikipedia.org/wiki/Academy_Awards

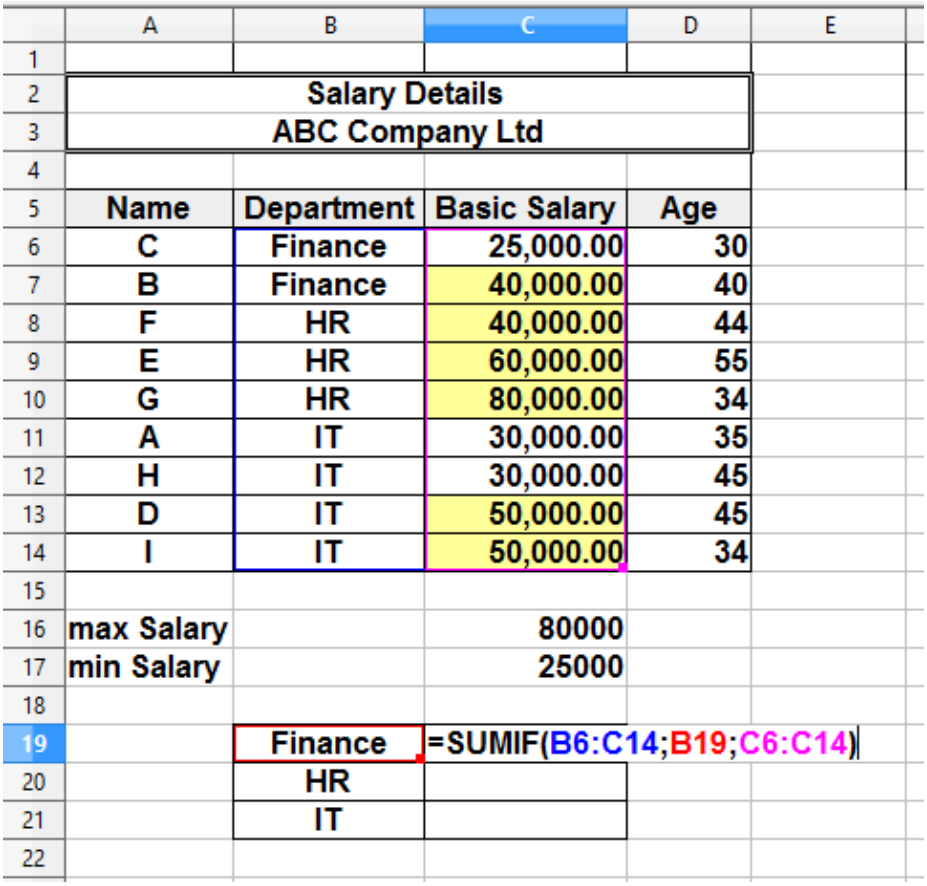
08) Which of the following list of options is/are used to design the above document?

(a) Footer, Shapes, Table, Text, Drop Caps.
(b) Drop Caps, Font Work, Bullets, Columns, Cross Reference.
(c) Caption, Text box, Image, Highlighting, Page Border, Header.
(d) Footnote, Bullets, Columns, Font Work, Drop Caps.
(e) Sections, Fields, Font Work, Table, Caption.

09) Identify the character formatting technique(s) applied in the above document.

(a) Strikethrough.	(b) Superscript.	(c) Hyperlink.
(d) Embossed.	(e) Capitals.	

Consider the following spreadsheet segment created using OpenOffice.org Calc to answer questions from 10 to 13.



	A	B	C	D	E
1					
2		Salary Details			
3		ABC Company Ltd			
4					
5	Name	Department	Basic Salary	Age	
6	C	Finance	25,000.00	30	
7	B	Finance	40,000.00	40	
8	F	HR	40,000.00	44	
9	E	HR	60,000.00	55	
10	G	HR	80,000.00	34	
11	A	IT	30,000.00	35	
12	H	IT	30,000.00	45	
13	D	IT	50,000.00	45	
14	I	IT	50,000.00	34	
15					
16	max Salary		80000		
17	min Salary		25000		
18					
19		Finance	=SUMIF(B6:C14;B19;C6:C14)		
20		HR			
21		IT			
22					

10) What would be the output in Cell C19?

(a) 2	(b) 65000	(c) Err:511
(d) 405000	(e) #NAME?	

11) How would you change the formula given in C19 to be able to copy it into C20 and C21 using the copy fill handler?

(a) =SUMIF(B6:C14;B19;C6:C14)
(b) =SUMIF($B$6:$C$14;B19;$C$6:$C$14)
(c) =SUMIF($B$6:$C$14;$B$19;$C$6:$C$14)
(d) =SUMIF(B$6:C$14;B21;C$6:C$14)
(e) =SUMIF($B7:C19:$C15;B20;$C7:$C15)

12) Which of the following formulae can be used to calculate the value derived in Cell C16?

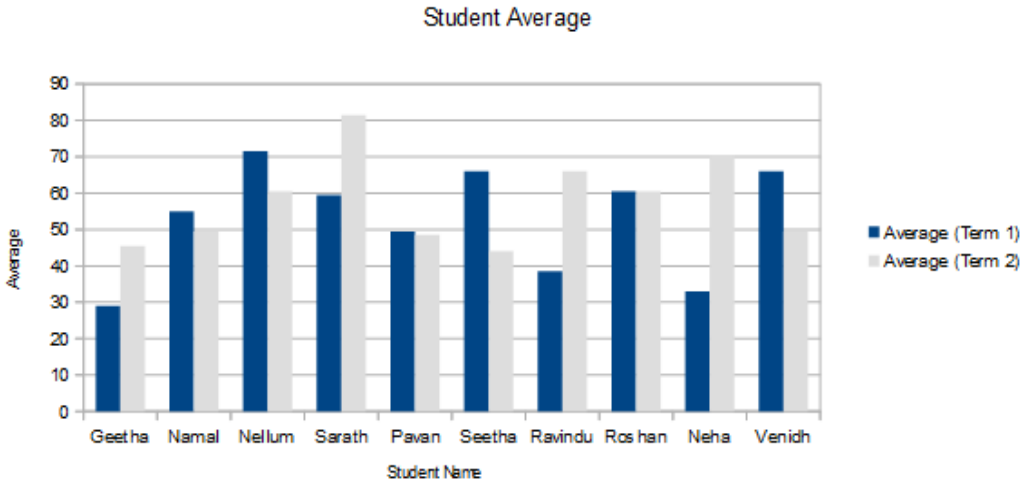
(a) =MAX(C6;C7;C8:C14)	(b) =MAXIMUM(C6;C14)	(c) =MAX(C6:C14)
(d) =MAX(C6 ; C14)	(e) =MAXIMUM(C6:C14)	

13) Which of the following features in OpenOffice Calc can be used to color the cells in which the basic salary is greater than or equal to 40000?

(a) Format Cells.	(b) Conditional Formatting.	(c) Format Paintbrush.
(d) Format as Table.	(e) Styles and Formatting.	

Consider the following spreadsheet segment created using OpenOffice.org Calc to answer questions 14 and 15.

	A	B	C	D	E	F	G	H	I
1									
2			Term 1			Term 2			
3	Student Name	Index No	Maths	Science	Average (Term 1)	Maths	Science	Average (Term 2)	
4	Geetha	S001	20	38	29	46	45	45.5	
5	Namal	S002	45	65	55	76	23	49.5	
6	Nellum	S003	98	45	71.5	76	45	60.5	
7	Sarath	S004	54	65	59.5	76	87	81.5	
8	Pavan	S005	34	65	49.5	32	65	48.5	
9	Seetha	S006	87	45	66	23	65	44.0	
10	Ravindu	S007	23	54	38.5	76	56	66.0	
11	Roshan	S008	76	45	60.5	34	87	60.5	
12	Neha	S009	23	43	33	65	76	70.5	
13	Venidh	S010	87	45	66	23	76	49.5	



14) Which of the following data ranges should be selected to generate the given graph?

(a) A3:H13	(b) E3: H13	(c) A3:A13;E3:E13;H3:H13
(d) A4:H13	(e) A4:A13;E4:E13;H4:H13	

15) Which of the following techniques/options is/are applied to generate the spreadsheet as shown above?

(a) Pivot Table.	(b) Legend.	(c) Alignment.
(d) Auto Filter.	(e) Merge Cells.	

16) The 'Presentation Wizard' dialog box which pops-up when creating a new presentation in OpenOffice.org Impress allows one to

(a) create a presentation using a pre-existing template.
(b) select a slide design.
(c) select the slide transition.
(d) enter entire number of slides for the presentation.
(e) insert the header, footer and the slide numbers.

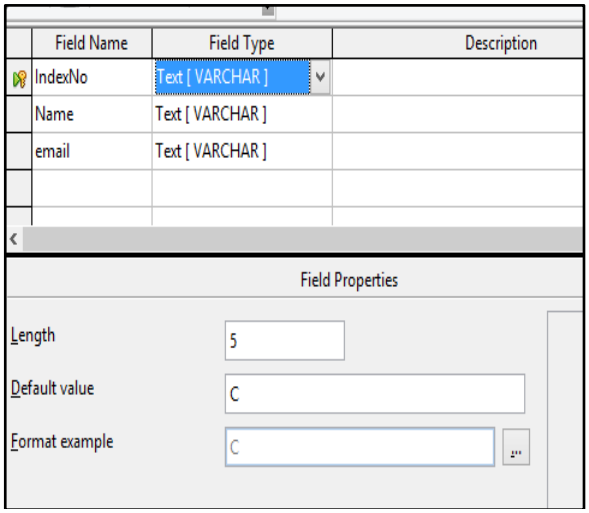
17) Which of the following is/are correct regarding having a 'variable date and time' as a footer when creating a slide presentation using OpenOffice.org Impress?

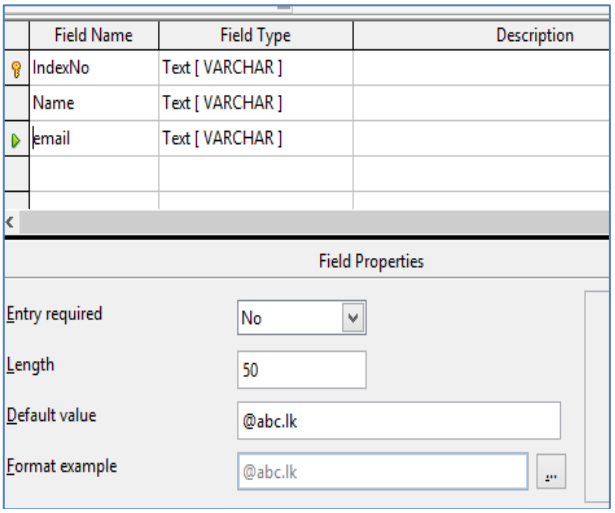
(a) OpenOffice.org Impress does not allow to insert a variable date and time.
(b) Displays the date specified by the user.
(c) Displays the date on which the slide presentation was created.
(d) This can be applied without applying it to the first / title slide of the presentation.
(e) Displays the date on which the presentation is opened.

18) The "Slide Master" in OpenOffice.org Impress allows one to

(a) add a logo image to each and every slide in the presentation.
(b) add a common footer to all slides.
(c) display an entire image as a slide background.
(d) change the slide design of the current slide.
(e) display the author name in all slides or in the current slide that is based on the slide master.

19) Which of the following statements is/are correct regarding the following two screen shots of the table created in OpenOffice.org Base





(a) An error will be prompt when trying to save this table.
(b) "B0002" will be accepted as a valid index no when entering data to this table.
(c) "@abc.lk" will be displayed at the time a new record is entered.
(d) One can proceed to enter a new record without entering the "email" field.
(e) One can proceed to enter a new record without entering the "Index No" field.

20) Which of the following statements is/are correct regarding creating reports using "Use Wizard to Create Reports" in OpenOffice.org Base?

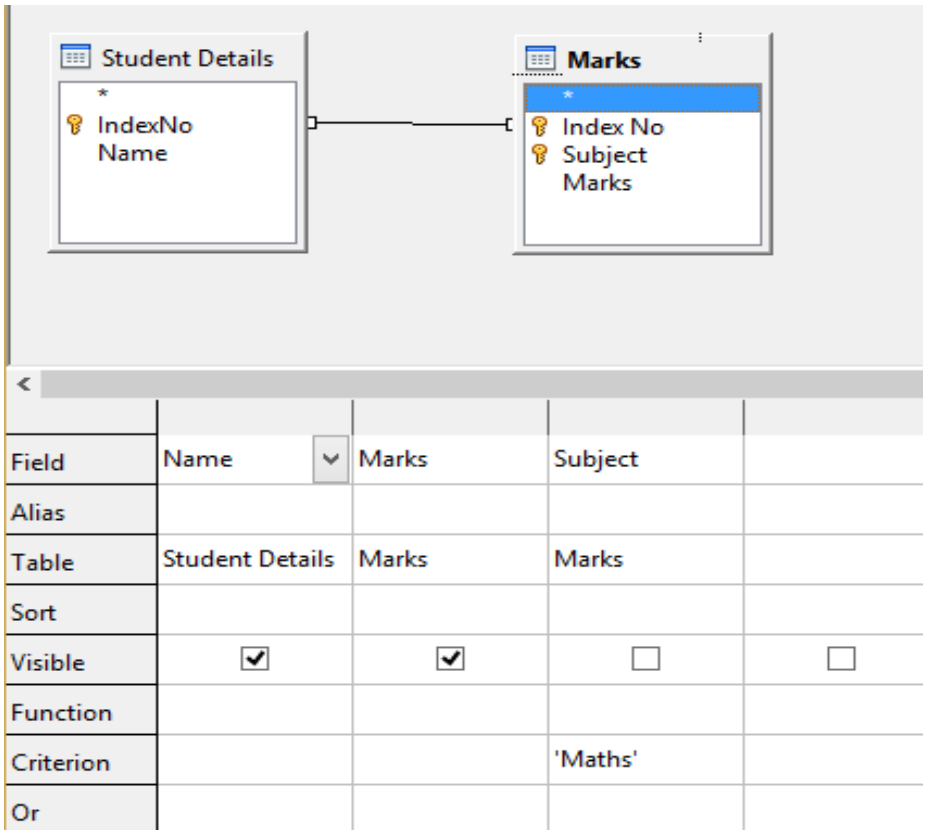
(a) It lets one to group records in a report based on the values in one or more fields.
(b) The layout of the generated report cannot be modified once the report was created.
(c) Existing query tables can also be used in generating reports.
(d) A static report can be created, always to display the same data from the time when the static report was created.
(e) When creating the report it does not allow to sort data based on different fields.

21) Consider the following "Student" and "Marks" tables created in OpenOffice.org Base.

IndexNo	Name
1	Malith
2	Charith
3	Prabath

Index No	Subject	Marks
1	Arts	89
1	Maths	56
1	Science	75
2	Arts	13
2	Maths	67
2	Science	15

Which of the following outputs can be expected once the following query is executed?



(a)

Name	Marks
Malith	56
Charith	67

(b)

Name	Subject	Marks
Malith	Maths	56
Charith	Maths	67

(c)

Name	Marks
Malith	89
Malith	56
Malith	75
Charith	13
Charith	67
Charith	15

(d)

IndexNo	Name	Marks	Subject
1	Malith	56	Maths
2	Charith	67	Maths

(e) An error message will be displayed.

22) Consider the following graphic designed using GIMP.

Which of the following tools is/ are used to design the above graphic?

(a) Shear.	(b) Perspective.	(c) Rotate.
(d) Flip.	(e) Scale.	

23) The "Measure" tool in GIMP is used to measure the

(a) distance between the original point and the mouse pointer, in pixels.
(b) brightness of the image.
(c) angle, in every quadrant, from 0° to 90°.
(d) pointer coordinates relative to the original point
(e) RGB value.

24) The "Create a new image" dialogue box in GIMP lets one to

(a) select predefined values for the image using template option.
(b) specify the width and the height of the image.
(c) specify the background color used for the image.
(d) select its physical size when it is printed (X and Y Resolution).
(e) change the orientation of the image (vertical / Horizontal).

25) Which of the following tools can be used directly to transform Image 1 to Image2.

Image 1

Image 2

(a) Rectangle select.	(b) Eclipse Select.	(c) Scissors Select.
(d) Free Select.	(e) Healing.	

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