SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Information Technology

1ˢᵗ Year, First Semester Examination – 2014

HNDIT11012 - Personal Computer Applications

Instructions for Candidates:	No. of questions	: 05
Answer FOUR Questions ONLY.	No. of pages	: 04
	Time	: 02 Hours

01)

1. Briefly explain the followings and give one example for each of them.

   a) Hardware   f) Application Software

   b) Software   g) Operating System

   c) Liveware   h) Utility Software

   d) Firmware   i) PC Applications

   e) System Software   j) Web Applications   (10 Marks)

2. Briefly explain the following tools and give one example for each of them.

   a) Word Processing

   b) Spreadsheet

   c) Presentation

   d) Database

   e) Desk Top Publishing   (5 Marks)

3. Give two ways/means of getting software.   (2 Marks)

4. Differentiate Proprietary Software and Open Source Software (2 Marks)

5. Explain the uses of the following Keyboard Shortcuts on Windows (3 Marks)
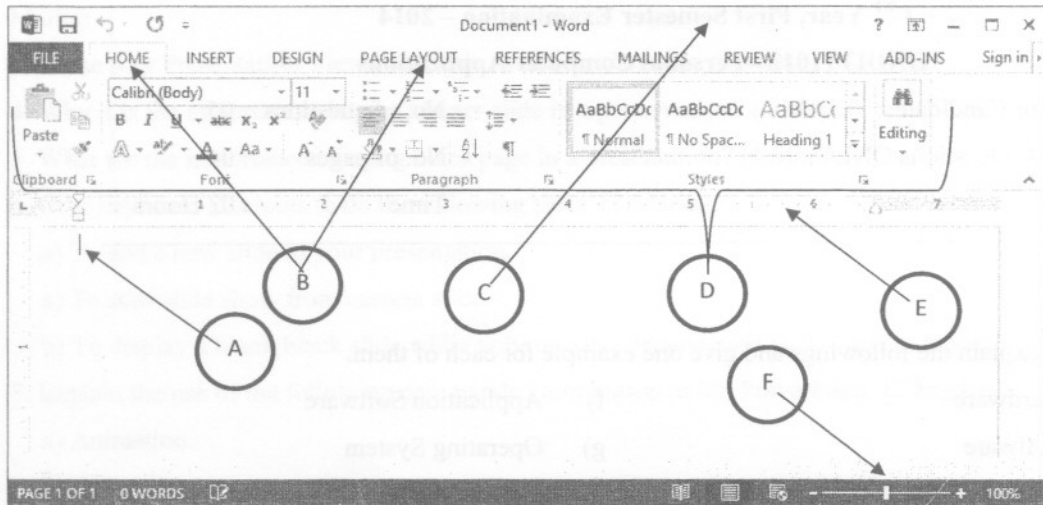
   a) Alt + Tab

   b) Win + m

   c) Win + F1

6. Give Keyboard Shortcuts for the following tasks on Windows. (3 Marks)

a) To start Windows Explorer (in My Computer)

b) To zoom in with Magnifier active

c) To permanently delete an item/file.

02)

1. Identify the elements (A → F) of Word window and explain them briefly. (6 Marks)

2. Explain the uses of the following Keyboard Shortcuts. (3 Marks)

a) Ctrl + A

b) Ctrl + B

c) Ctrl + C

3. Give Keyboard Shortcuts for the following tasks. (3 Marks)

a) Align Centre

b) Create new document

c) Pasting a copied object/text.

4. Explain the use of the following commands / tool button in Ms Word. (3 Marks)

a) Superscript

b) Bullets

c) Show/Hide

5. Give commands/tool buttons to do the following tasks. (3 Marks)

a) To change a text to uppercase, lowercase or other capitalization.

b) To change the color behind a text, paragraph or table cell.

c) To search for a text in a document.

6. State the difference between Line Spacing and Paragraph Spacing? (2 Marks)

7. List the types of documents that you can work on Mail Merge? (5 Marks)

03)

1. Give four advantages of using computerized spreadsheets? (2 Marks)

2. Explain the meaning of the content of following cells. (6 Marks)

	A
1	#NAME?
2	5.25E+16
3	#DIV/0!
4	#VALUE!
5	###########
6	#NUM!

3. Differentiate the relative and absolute cell referencing with the help of sample data. (2 Marks)

4. Write formulas for the operations (a → e) based on the spreadsheet given below:

	A	B	C	D	E	F	G
1	Student No	Name	Results			Average	Grade
2			Science	Mathematics	English		
3	1	Rosy	70	80	87		
4	2	Neelu	90	98	30		
5	3	Nisha	90	90	52		
6	4	Shreya	60	50	79		
7	5	Anoj	50	46	67		
8							

a) To calculate the average Marks of each student and display them in column F. (2 Marks)

b) To display the highest Marks in English in cell E9. (2 Marks)

c) Display Grades of each student in column G based on the following criteria. (3 Marks)

Criteria	Grade
Average >= 70	A
70 > Average >= 50	B
50 > Average >= 40	C
Average < 40	F

d) To display the total number of students sat for the science test in cell C10. (3 Marks)

e) To display the number of students who got more than 50 Marks for Mathematics in cell D10. (3 Marks)

5. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell. (2 Marks)

04)

1. Name three areas that you can use PowerPoint presentations. (3 Marks)

2. Write four important points you would consider for creating an effective presentation. (4 Marks)

3. Name four Presentation Views available in MS PowerPoint. (4 Marks)

4. Why it is the important to have a Master slide in a presentation? (4 Marks)

5. What are the importance of using notes page in a presentation? (4 Marks)

6. Give keyboard shortcuts to do the following tasks. (3 Marks)

    a) To add a new slide to your presentation.

    a) To start slide show from current slide.

    b) To display a blank black slide while you run your presentation in full screen mode.

7. Explain the use of the following commands / tool button in Ms PowerPoint. (3 Marks)

    a) Animation

    b) Transition

    c) Rehearse Timing

05)

1. Enumerate three benefits of the database approach to data management (as opposed to a bare file based approach) (3 Marks)

2. How will you classify the database if you have only one table in it? (2 Marks)

3. Primary keys can be of two types explain each with an example. (6 Marks)

4. What is the need of query in DBMS? (2 Marks)

5. When will you use the lookup wizard as the data type? (3 Marks)

6. Write down the usage of SQL WHERE clause with an example. (5 Marks)

7. Use suitable example to explain the followings (4 Marks)

    (a) Attribute

    (b) Primary Key

    (c) Record

    (d) Field