DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (*EXTERNAL*)

Academic Year 2013/2014 – 1st Year Examination – Semester 1

EN1301 – Personal Computing Practical Examination
Practical Examination Paper - Model

(TWO HOURS)

Important Instructions:

- This practical exam is based on Open Office.org 4.0 and GIMP 2.8.

- The examination comprises of **5** parts.

- Each part will be based on the different applications in OpenOffice and GIMP.

- The duration allocated for each part is 24 minutes and each part will be distributed separately. Note that, this 24 minutes include upload time as well.

- Within the allocated time frame answer the question according to the instructions provided on each part of the examination paper.

- For each part a Question Code is displayed on the Top Left hand corner of the paper.

- Save your work using your index number and the Question code as shown below.

  <Your Index Number>_<Q1 Code>

- Upload the answer after completion of each part.

- The examination paper will be collected after the allocated 24 minutes.

- Make sure you have written your index number on each part of the examination paper before handing over.

- Each part will carry Equal Marks.

- Marks will NOT be provided if by any mistake unable to return the question paper to the invigilator in Charge.

- The medium of instruction and questions is English.

- All parts of the examination paper should be answered.

Q1. Create the following word document using OpenOffice.org 4.0 Writer according to the instructions given below.

1. Open a new OO.org Writer document and type the following text given in the box below.

Academy award

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 andis one of nine types of Academy Awards. The Academy Awards ceremany is also the oldest award ceremony in the media; its equivalents, the Grammy Awards (for music), Emmy Awards (for television), and Tony Awards (for theatre) are modeled after the Academy.

Current special categories

Academy Honorary Award: since 1929

Academy Scientific and Technical Award: since 1931

Gordon E. Sawyer Award: since 1981

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2. Save your work using your index number and the Question code as shown below.
   <Your Index Number>_<Q1 Code>.
3. Correct any spelling or grammar errors displayed in the given text.
4. Change the layout of the page as given below.
   >**Page size:** A4 (8.27" x 11.69")   >**Page orientation:** Landscape
5. Format the **entire document** as given below.
   >**Line spacing:** single   > **Font**: Times New Roman   >**Font size**: 14
   >**Align**: Justify
6. Apply the following formatting to the heading "Academy award" as given below.
   >**Font color**: blue   > **Style**: Bold and underline   >**Align**: Center
   > Change all the letters to UPPERCASE
7. Format the heading "Current special categories" with **Style**: Heading 2
8. Create a bulleted list for the last 3 lines of text given under "Current special categories" and format as follows.
   - *Academy Honorary Award*: since 1929
   - *Academy Scientific and Technical Award:* since 1931
   - *Gordon E. Sawyer Award:* since 1981

9. At the end of the bulleted list create the table shown below.

ceremony	date	best picture winner	venue
1st Academy Award	16th May 1929	Wings	Hollywood Roosevelt Hotel
2nd Academy Award	3rd April 1930	The Broadway Melody	Ambassador Hotel

10. Insert a new row just below the 2nd Academy Award row, and enter the following information.

    > **ceremony**: 84th Academy Award   >**date**: 24th February 2012

    > **best picture winner:** The Artist   >**venue:** Dolby Theatre

11. Format the **<u>entire table</u>** as given below.

    > **Background color**: Light Gray   >**Align**: center

12. Select the Header row of the table and format it as given below.

    > Convert all text in to capital letters   >**Style:** Bold

13. Change the column style of the paragraph to two columns with 0.10" spacing.

14. Insert a document footer with the following formatting options.

    > **Caption**: Extracted from Wikipedia   >**Font**: Times New Roman

    > **Font size**: 10

15. Insert the **ModelWriter** image given in the "**Resources**" directory, to the right hand side of the bulleted list of the document.

File name: **ModelWriter.jpg**

Important: Save the work again. Please make sure that you upload your answer to the e-testing system.

<u>FOR OFFICE USE ONLY</u>

(Please put a TICK inside the box given below after verifying the following.

This student has uploaded his/her answer to the e-testing system. ☐

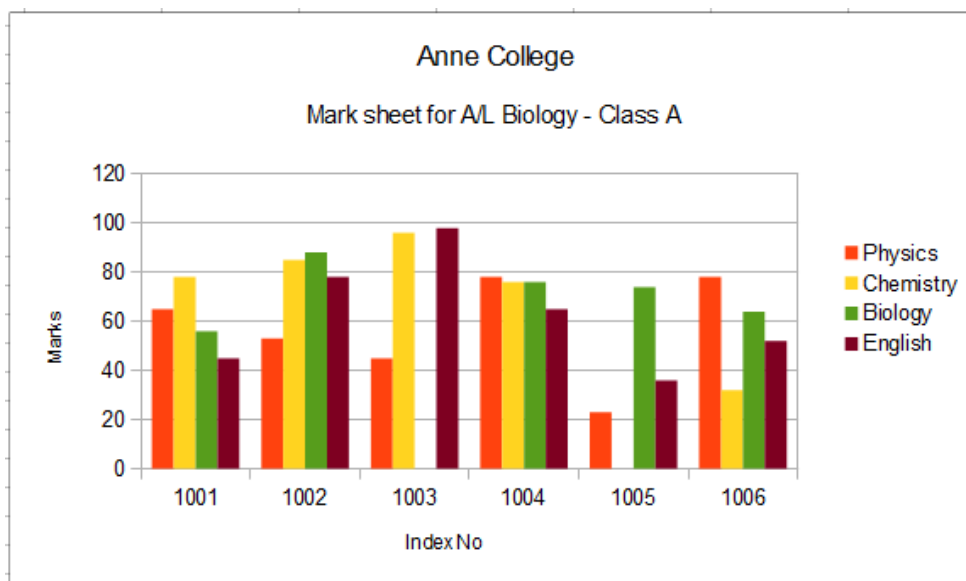---   ------------------------------
Name of the Invigilator   **Signature**

Q2. Create the following Spreadsheet using OpenOffice.org 4.0 Calc according to the instructions given below.

	A	B	C	D	E	F	G	H	I
1				Anne	College				
2				Mark sheet for A/L Biology - Class A					
3	Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
4	1001	Liyanage	65	78	56	45			
5	1002	Ratnayake	53	85	88	78			
6	1003	Nilani	45	96	ab	98			
7	1004	Silva	78	76	76	65			
8	1005	Withanage	23	ab	74	36			
9	1006	Mendis	78	32	64	52			

1. Create a blank Spreadsheet in OpenOffice.org Calc and save it using your index number and the Question code as shown below.

   <Your Index Number>_<Q2 Code>.

2. Create a worksheet with the above data within the cell range A1:I9, as shown above.

3. Bold and Center the title "Anne College" and a sub title "Mark sheet for A/L Biology - Class A", within the table, and change the font size 16 for the main title and 14 for the subtitle.

4. Use the relevant formula to calculate the *total marks of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.

5. Use the relevant formula to calculate the *average marks of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.

6. Format the "Average" column with *two decimal places*.

7. Use the relevant formula to find the *rank of 'Liyanage' (Index No.- 1001)* and copy the formula to the relevant cells.

8. Use conditional formatting to change the color of the cells of which the average mark is more than 60, in to *green*.

9. Insert your index number in the center of the footer.

10. Select the columns, "Index No", "Physics", "Chemistry", "Biology", and "English" and draw a *column* chart as shown below

11. Insert the title, "Anne College", and the sub title, "Mark sheet for A/L Biology - Class A" to the top of the chart.

12. Set the X axis labels with the index numbers.

13. Label the X axis title as, "Index No" and Y axis title as, "Marks".

14. Label the legends for 4 subjects, "Physics", "Chemistry", "Biology" and "English".

   Note: Make sure to get a graph similar to the one given below.

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Q3. Create the following Presentation using OpenOffice.org 4.0 Impress according to the instructions given below.

1. Create a presentation with four blank slides and save your work using your index number and the Question code as shown below.

   <Your Index Number>_<Q3 Code>.

2. Modify the presentation as follows.

   a) Set the presentation background as "Notebook".

   b) Make necessary changes to appear **slide numbers** in the slide number area.

   c) Make necessary changes so that the slide number does not appear on the title slide (first slide).

3. Add content to the title slide (first slide) by following the instructions given below.

   a) Type "Tea" as the slide title and it's format should be

   Font Type: Arial, **Style:** Bold, **Size:**96, **Color:** Black

   b) Type "©Wikipedia" as the sub title and insert the following image from the **Resources** directory (File name: **ModelImpress .jpg**) to a suitable location.

4. Add content to the second slide by following the instructions given below.

   a) Type the slide title as, "Tea & Health effects" and format it as,

   Font Type: Arial, **Style:** Bold, **Size:**44, **Color:** Black

   b) Insert the following content as shown below.

   > ➢ Tea is an aromatic beverage.
   > ➢ Here are some of the potential health benefits of tea;
   >   1. Immunity against intestinal disorders.
   >   2. Prevention of dental caries.

5. In the third slide, add the following components.

    a) Type the slide title as, "Statistics"

    b) Insert the following table.

Country	Percentage
China	48%
India	39%
Sri Lanka	13 %

6. In the fourth slide, add the following components.

    a) Type the slide title as, "Production as a Chart".

    b) Draw a **Pie chart** as given below using the tabulated data given in the third slide.
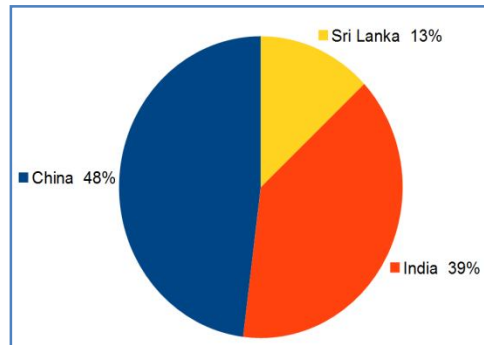
7. Modify the presentation as follows.

    a) Apply sound effect when the **second slide** appears in the slideshow.

    b) Hide the **third slide** from the slide show.

Important: Save the work again. Please make sure that you upload your answer to the e-testing system.

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Q4. Create the following Database using OpenOffice.org 4.0 Base according to the instructions given below.

The following database is designed to store details about books in a public library.

1. Create a blank database and save it with your index number and the Question code.
   E.g.: **<Your Index Number> _<Q4Code>**

2. Create a table called "**Books**" with the following fields.

Field Name	Type	Field size	Constraints
ID	Number		Primary Key
Title	Text	50	
Description	Text	30	
Category	Number		
No of copies	Number		

3. Create a form to enter details about books and save it as "**Books Form**".

4. Insert the following data to the "**Books**" table using the "**Books Form**".

ID	Title	Description	Category	No of copies
1	Word	Hard cover	2	2
2	Computers	Hard cover	4	2
3	Access	Paperback	2	2
4	Art	Hard cover	1	1
5	Science	Paperback	3	1

5. Create a new table called "**Book Copies**" with the following fields.

Field Name	Type
Copy ID	Number
Book _ID	Number
ISBN	Number
Version	Number

6. Identify and create the Primary Key(s) of this table (if there is any).

7. Insert following records to the "**Book Copies**" table.

Copy ID	Book_ID	ISBN	Version
1	1	1234	1
2	1	1235	2
3	2	1236	1
4	2	1237	3
5	3	1238	2
6	3	1239	3
7	4	1241	4
8	5	1242	7

8. Establish a relationship between "**Books**" and "**Book Copies**" tables.

9. Create a query called, "**Query_Book category**" to display book **ID**, **Title, Category** and **ISBN** which belongs to given category; E.g. Category 2.

10. Create and save a report called, "**Book Details**" with **Title, Description** and **No of copies** using the following format.

```
Title:      Book Details
Author:     <Your Index No>
Date:       <Date>


          Title          Description      No of copices
          Word           Hard cover           2
          Computers      Hard cover           2
          Access         Paperback            2
          Art            Hard cover           1
          Scence         Paperback            1
                         Paperback
```

Important: Save the work again. Please make sure that you upload your answer to the e-testing system.

Q5. Design the following image using GIMP 2.8 or above, according to the instructions given below.

1. Create a new blank image of size (width x height) 400 x 200 px.
2. Save your work using your index number and the Question code as shown below.
   E.g.: **<Your Index Number> _<Q5 Code>**
3. Adjust the width and the height of the two images "CupCake1.jpg" and "CupCake2.jpg" found on your **Resource** folder to 200 px and 200 px respectively.
4. Copy and Paste the two resized images in part 3 to design a new image as shown above.
5. Type the text "CUP CAKES" and "@2013 All rights reserved by UCSC" as shown on the above image.

Important: Save the work again. Please make sure that you upload your answer to the e-testing system.

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Name of the Invigilator   **Signature**