



Bachelor of Information Technology (External) Degree
University of Moratuwa
ITE 1922 - ICT Applications
Practical Exam

Time: 30 minutes

January 2021

SECTION 01 (20 marks)

1. Download the files named “*news_information.txt*” and “*news_picture.jpg*” from Moodle.
2. Open an MS Word document and save the file as *Q1_Your-Index-Number.docx*. (01 mark)
3. Copy and paste the content given in the “*news_information.txt*” file. (01 mark)
4. Spell check the entire passage and correct the spellings. (02 marks)
5. Change the margins of the document. (02 marks)
Top: 3”, Bottom: 1”, Left: 2” and Right: 2”
6. Add a footer on the center of the page as “Section 01” (02 marks)
7. Add the following to the title of the document:
 - 7.1 Change the font type of the main topic to *Times* and font size to 16. (02 marks)
 - 7.2 Strikethrough the title (01 mark)
8. Insert “*news_picture.jpg*” inside the article at a suitable place of your choice. (02 marks)
9. Add the following link to the word “Michelangelo”. (02 marks)
<https://en.wikipedia.org/wiki/Michelangelo>
10. Change the line spacing of the paragraphs into 1.5 lines. (01 mark)
11. Change the font colour of the second sentence of the first paragraph to #2A3192. (02 marks)
12. Left align the article’s content (except title) and change the font size to 12. (02 marks)

Save and upload your document.