



UNIVERSITY OF PERADENIYA
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தொடர் தொலைக் கல்வி நிலையம்
CENTRE FOR DISTANCE AND CONTINUING EDUCATION



පළමු වසර ශාස්ත්‍රවේදී උපාධි පරීක්ෂණය (බාහිර - නව නිර්දේශය)
අප්‍රේල් 2017
முதலாம் வருட கலைத்தேர்வு பரீட்சை (வெளிவாரி - புதிய பாடத்திட்டம்)
ஏப்ரல் 2017

FIRST (100 LEVEL) EXAMINATION IN BACHELOR OF ARTS (EXTERNAL -
NEW SYLLABUS) APRIL 2017

ICT APPLICATIONS – FNDE 103

Answer ALL Questions only.
Time allowed: Three (03) Hours.

1.

- Distinguish between system (operating system) software and application software.
- What do you understand by the terms 'open software' and 'commercial software'?
- What are MS Office / OpenOffice? Give a brief account.
- What are the differences between a database management systems like MS Access/ OpenOffice database and a data processing software like MS Excel/ OpenOffice spreadsheet? Give examples to support your answer.
- Can you use a '.odt' or 'a .doc' file to create a web page? Justify your answer.

2. Assume that you are given the following task. Determine the software products that you are going to use for each of the situation and how you plan to use them in detail. Provide illustrations as necessary.

Imaging that you are the liaison officer of a Non-Governmental Organization (NGO). This NGO needs a system that can maintain information about their organization such as personal information of employees, their attendance and leaves, salary information, inventory details etc. This system supports the day-to-day tasks of the organization. Focusing on an upcoming meeting, your NGO plans to collect data about orphanages situated in different districts. You are expected to coordinate the staff members who are assigned to this task and gather the information. Each staff member will visit selected orphanages and collect information about the orphans, their ages, gender, medical conditions etc. Using this information collected, you are expected to create a report to be set to the head office. You are expected to summarize the report during the meeting. Finally, you are required to publish the results of the analysis in the NGO's website.

3. a. State the usage of the following tools in MS Word,
- Thesaurus
 - References
 - Mailing
 - Review
 - View

Cont 2..

- b. What are the usages of ruler in MS Word?
 - c. Discuss the usage of macros in a PowerPoint slideshow.
 - d. State the formulas that can be used to perform the following.
 - i. Can add all the numeric values in a range of cells ignoring those which are not numeric and place the results in a different cell.
 - ii. Displays row data in a column or column data in a row.
 - iii. A formula with a logical function, but does not show the word "TRUE" or "FALSE" as the result.
4. ASCII value of 0 is 48. Consecutive ASCII values are usually used to represent numbers. i.e ASCII value of one is 49.
- a. Find the ASCII value and its binary representation of the number 6.
 - b. Given that an ASCII character in 8-bit ASCII encoding uses 8 bits, show the complete 8-bit ASCII code for number 6.
 - c. To represent the word 'ART', 3 ASCII characters are needed, which is 3 Bytes in size. Using this concept, calculate the space needed to represent '83000000' using ASCII?
 - d. State five numerical data types available in MS office package.
 - e. What are the techniques that you can use in order to share an MS Word/ MS Excel or an MS PowerPoint file that you have composed using an uncommon font like 'Kaputa'? (Kaputa is a Sinhala font that does not come with the MS Office package by default.)
5. Consider the following table. Give the commands and the steps that you would follow to perform the following.

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Paul	70	80	87		
3	2	Kumi	90	98	89		
4	3	Andria	90	90	98		
5	4	Rose	60	76	79		
6	5	Kevin	50	45	67		
7	Max						
8	Total						

- a. Bold and center the heading of each column.
- b. Insert a title "St. Anne High School" and a sub title "Mark sheet for Math - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.

Cont 3...

- c. Add the index numbers of the students in between the name and the SNO using the example given below,
- 1 0001 Paul
2 0002 Kumi ...
- d. Add 10 empty lines below SNO 6 and add SNOs and index numbers considering the pattern.
- e. Load the data stored in Q2-a.txt to fill the names and marks.
- f. Fill the Max, Column Total, Row Total, and Average for necessary rows and columns. Give the mathematical functions to perform them separately.
- g. Use a thick outside border for the titles of the columns.
- h. Highlight the average column in yellow.
- i. Compose a histogram to display all marks of all the students in one graph. You need to use appropriate title, labels for X axis and Y axis, and display the legend.
- j. Save a PDF copy of the file. Give the name as “FinalMarks<Your Registration Number>”
6. You need to create a database for the University library to store book details. First, give the command to create a blank database.
- a. Give the necessary command to create a table called “Books” with the following fields,

ID: Number (Primary Key)
Title: Text field 50 characters
Description: Text field 30 characters
Category: Number
No of copies: Number

- b. Write the command to create a form to enter details about books and save it as “Books Form”
- c. Add following records 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

- d. Give the command to create another table called “Book Copies” with the following fields.

ID: Number
Book_ID: Number
ISBN: Number
Version: Number

Cont 4..

- e. Identify and define the primary key of this table if there is any.
- f. Add the following records to the table you have defined previously.

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

- g. Identify and establish the relationship between the two tables that were implemented.
- h. Write a query called "**Query_Book category**" to display all books which belongs to given category; E.g. Category 02.
- i. Write a query to display the title, description, and the number of copies and save it.

[End of paper]