

UNIVERSITY OF PERADENIYA

CENTRE FOR DISTANCE AND CONTINUING EDUCATION

1st YEAR (100 LEVEL) EXAMINATION IN BACHELOR OF ARTS
(EXTERNAL - NEW SYLLABUS) AUGUST 2018

ICT APPLICATIONS - FNDE 103



The total number of questions in this paper is six (6)

Answer all questions.

Time allowed: Three (03) Hours

1. Basic Computing (10 Marks)

- 1.1. Write down the software categories with an **example** in each category.
- 1.2. What is the purpose of using the **Collaborative tools**?
- 1.3. Write down two examples for **Collaborative tools**.
- 1.4. What is **cloud computing**?
- 1.5. Write down one advantage and one disadvantage of **cloud computing**.

2. Word Processing (20 Marks)

- 2.1. Give short description regarding the following tools which exist in MS word and state their purposes
 - 2.1.1. **Rulers** in View Tab
 - 2.1.2. **Hyperlink** in Insert Tab
- 2.2. Name two alternatives for MS word for word processing which a user can use, if he is not happy with MS word.
- 2.3. An employee inserted a new font to his report which he was preparing. He was asked to send that report to his manager. How can the employee send an editable version of the report to his manager without the fonts getting changed?
- 2.4. Is it possible to automatically generate a **table of contents** in MS word? If so, brief on the steps which are to be followed.
- 2.5. Followings are the main document used in **Mail Merge**. Write down necessary steps for creating Individual letter for students using **mail merge**.

Data Source

Student Name	Address Line1	Address. Line2	Town	Course	Exam Date
B.R.S.Thilakarathna	No:10	Peradeniya	Kandy	Java Programming	2018-10-20
T.M.D.D.Bandara	No:172/2	Weligalla	Gampola	PHP Programming	2018-10-25
N.G.S.S.Ganganath	No:78/2	Ethgala	Gampola	Computer Networking	2018-10-20
M.T.M.Misal	No:35	Peradeniya	Kandy	Basic Computing	2018-10-22

Mail Letter

<Student Name>

<Address Line1>

< Address Line2>

<Town>

2018/08/01

Dear Student,

Final Examination of <Course>

This is to inform that your Final Examination of <Course> will be held on <Date> at the IT center from 8.30am. to 11.30 am. Please be at the IT center before 8.30am.

.....
Director
Information Technology Center
University of Peradeniya

3. Spreadsheets

(20 Marks)

The following table contains details of reservation of computer facilities of the IT Center in July 2018 by other faculties.

	A	B	C	D	E	F	G	H
1	Date	Reserved by	Lab	From	To			
2	7/11/2018	Faculty of Arts	Lab 1	8	12			
3	7/13/2018	Faculty of Arts	Lab 2	8	16			
4	7/17/2018	Faculty of Engineering	Seminar Room	9	12			
5	7/18/2018	Faculty of Agriculture	Lab 2	13	16			
6	7/22/2018	Faculty of AHS	Seminar Room	9	12			
7	7/25/2018	Faculty of Arts	Lab 2	8	12			
8	7/27/2018	Faculty of Agriculture	Lab 2	8	16			
9								

In addition, a new set of data is in sheet 2 is available and is given below.

	A	B	J	C	K	L
1	Location	Rate per hour				
2	Lab 1	Rs. 2000.00				
3	Lab 2	Rs. 3000.00				
4	Seminar Room	Rs. 2500.00				

Sheet1 **Sheet2** (+)

3.1. Write down the formula to fill the “Total No of Hours” and “Total cost” columns of following table using the data in above worksheets.

Faculty	Total No of Hours	Total cost
Faculty of Arts		
Faculty of Engineering		
Faculty of Agriculture		
Faculty of AHS		

3.2. It is expected to calculate the cost associated to the entries of dates 7/25/2017 and 7/27/2017 individually and store them in cell F7 and F8.

3.2.1. Write the command which should be written in cell F7.

3.2.2. Write the command which should be written in cell F8.

3.3. What is the difference between normal cell reference and absolute cell reference in “filhandle” operation?

3.4. Consider an excel sheet has numerical values written in its cells as follows,

	A	B	C
1	1	5	9
2	2	6	10
3	3	7	11
4	4	8	12

Write the values in the following cells when following command is written in cell C1 and “filhandle” is used.

3.4.1. if =A1*B1 is written in C1 and “filhandle” is used to identify the value of C2, C3, C4.

3.4.2. if =A1*\$B1 is written in C1 and “filhandle” is used to identify the value of D1, C2.

3.4.3. if =A1*\$B\$1 is written in C1 and “filhandle” is used to identify the value of C2.

3.5. What are the cell data types which are available in MS excel? Write six of them.

3.6. It is desired to prepare an Excel document which include sales data for 5 months. For this purpose, 5 separate sheets are to be prepared. In each sheet, A3 to A5 cells are to be merged and the title “ABC grocery” have to be entered in. Write the steps which have to be followed to achieve this task. (Use the multiple sheet editing tools).

4. Presentations

(10 Marks)

4.1. How to add a Design Template to your presentation?.

4.2. What are the uses of “Smart Arts” in a presentation?.

4.3. What is the use of “Action Buttons”?.

4.4. How to create “Custom Slide Show” from this presentation that custom show should include only the first two slides.

4.5. Explain the use of “Slide Master”.

4.6. Explain the options available in MS PowerPoint for transition from one slide to the other.

5. Databases**(20 Marks)**

Consider the following tables which are extracted from a student information system in a higher education institute.

Student Table

Admission No.	Name	Address	Contact No.
BA180001	Himath Perera	1/6,Gampola Road,Kadugannawa.	081-1111111
BA170002	Namali Kapugoda	No 34,2 nd street,Sahana Mawatha,Kuruneegala.	071-1111111
MA180001	Sahan Mohotti	Sinhawila,Baththaramulla	072-2222222
BA180002	Nishan Weerakoon	101/2,Anuradhapura road Galneewa.	073-3333333
MA180002	Rafeek Mohomad	63,Ilukwaththa,Kaduganna wa	074-1111111
MA180003	Jaya Ganeshan	61,Thekkawaththa,Kandy	077-1111111
MA180005	Paara Ramzeen	73,Mathale Road ,Akurana	091-1111111

Enrolment Table

Admission No.	Subject Code	Date
MA180001	S001	01/01/2018
MA180001	S002	01/04/2018
BA180001	S003	01/01/2018
BA180001	S006	01/03/2018
BA180001	S005	01/01/2018
BA170002	S004	01/02/2018
MA180002	S002	01/01/2018
MA180003	S001	01/01/2018

Subject Table

Subject Code	Subject Name	Medium
S001	Business Mathematics	English
S002	Economics	English
S003	Business Studies	English
S004	Accountancy	English
S005	Information Technology	English
S006	Economics	Sinhala
S007	Business Studies	Sinhala

- 5.1. Write the most suitable table structures (which is used to create the table) of each table including data type, field size, primary key etc.
- 5.2. Identify two primary keys with respective tables.
- 5.3. Identify two foreign keys with respective tables.
- 5.4. Above institute decided to introduce new subject into the course. What table(s) should be updated?.
- 5.5. The student "Sahan Mohotti" is going to drop a course. What table(s) should be updated? Write-down the relevant updated record.
- 5.6. According to the above database write the relationship type between the table(s).
- 5.7. At the end of each year students are sitting for the exam for their subjects. You are asked to store the exam marks data and relevant exam information in the above database. Briefly explain how you modify the above database in order to provide the above facilities. Explain the required table(s), Table(s) structures, Relations, Primary key , Foreign key, etc.
- 5.8. You are asked to create a following report for each students of the institute using the above database. Describe the necessary steps briefly. (Hint: First create a query to obtain the necessary data from above table(s) and use it for the following report.)

Sample report

Reg .No:
Name:
Address:

Subjects following

Subject Code	Subject Name	Medium

6.

(20 Marks)

Assume that you are given the following task. Determine the Applications of Office package that you are going to use for each of the steps and how you plan to use them in detail.

6.1. It is required to prepare a question paper for **FNDE 103** course by using a computer.

The paper contains six questions. Each question also contains sub questions. All the questions should be numbered with sub numbers too.

6.2. Heading of the paper(Font)should be emphasis. The question paper should be printed on A4 size paper.

6.3. After marking answer scripts, marks of each question along with marks of the sub questions should also be recorded. Then total marks of the paper should be calculated. Maximum marks of the **FNDE103** should also be calculated.

6.4. Analysis of marks should be presented using suitable formats for the exam review panel.

6.5. Above information should be stored in a database. Create tables and relationship among the tables. You may use appropriate data type and size for attributes in database tables.