



UNIVERSITY OF COLOMBO, SRI LANKA



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (*EXTERNAL*)

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

EN1301 – Personal Computing

Multiple Choice Question Paper

23rd March, 2014
(ONE HOUR)

Important Instructions:

- The duration of the paper is **1 (One) hour**.
- The medium of instruction and questions is English.
- The paper has **25** questions and **08** pages.
- All questions are of the MCQ (Multiple Choice Questions) type.
- All questions should be answered.
- Each question will have 5 (five) choices with one or more correct answers.
- All questions will carry equal marks.
- There will be a penalty for incorrect responses to discourage guessing.
- The mark given for a question will vary from 0 to +1(*All the correct choices are marked & no incorrect choices are marked*).
- Answers should be marked on the special answer sheet provided.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Mark the correct choices on the question paper first and then transfer them to the given answer sheet which will be machine marked. **Please completely read and follow the instructions given on the other side of the answer sheet before you shade your correct choices.**

01) Which of the following is/are true with respect to Application Software?

- (a) Application Software is a collection of physical components that constitutes a computer system.
- (b) It is a computer program.
- (c) Web browser is an example for the Application Software.
- (d) Writer is a proprietary Application Software.
- (e) Application Software provides a platform for running System Software.

02) Which of the following technique(s) in OpenOffice.org Writer can be used to select the text as shown in the following figure?

My Self

My Name is XXX. I am XX years old. My home town is XXX. I studied at :
XXX stream. I have obtained XXX. ...etc.
I like playing XXX. My hobbies include XXX. ... etc

- (a) Select the words while holding the Ctrl on the keyboard.
- (b) Select the words while holding the left mouse button.
- (c) Select the words while holding the shift key on the keyboard.
- (d) Select the words using arrow keys on the keyboard.
- (e) Select the words while clicking the right mouse button.

03) Consider the following document segment created in OpenOffice.org Writer.

BIT Year 1 – Semester 1**EN1301**

DETAILED SYLLABUS

1. Introduction to Computer Application Software (1 hrs.)

Instructional Objectives

- Identify different types of computer software
- Distinguish the difference between System and Application software
- Demonstrate software installation
- Practice different files and folder handling techniques

Material /Sub topics

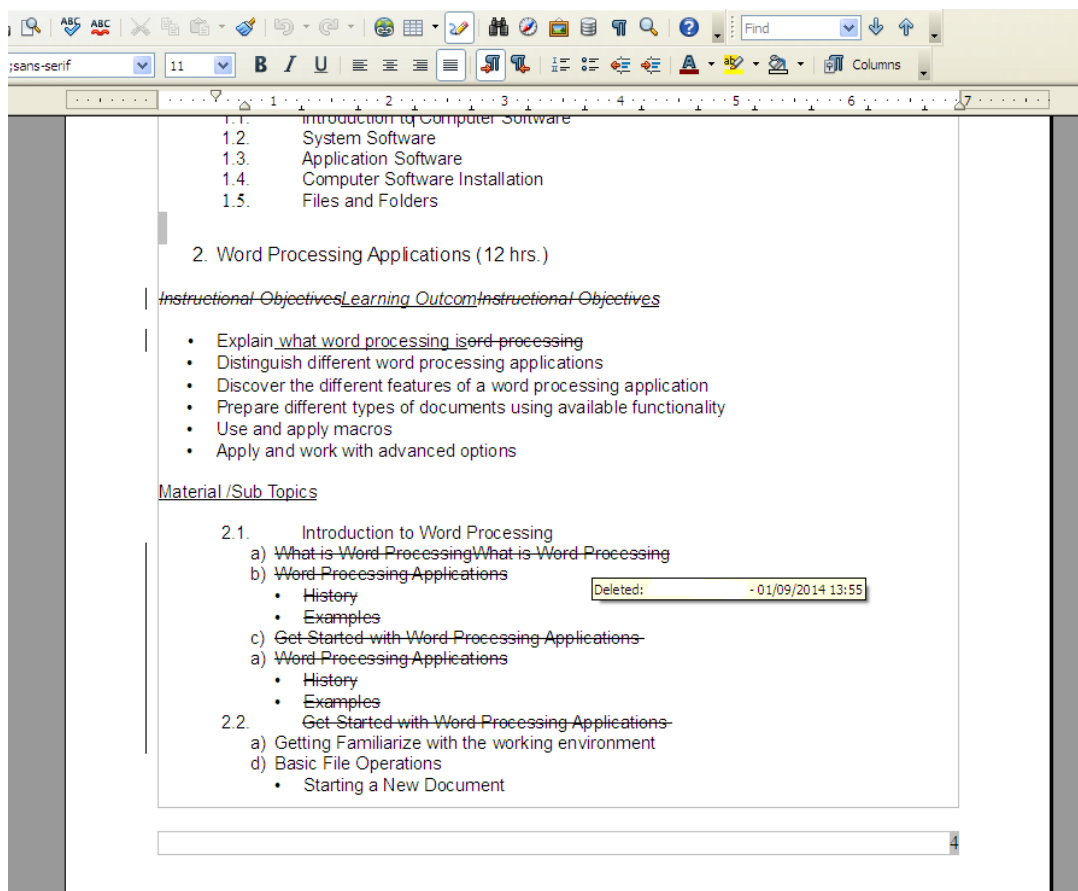
- 1.1. Introduction to Computer Software
- 1.2. System Software
- 1.3. Application Software
- 1.4. Computer Software Installation
- 1.5. Files and Folders

2. Word Processing Applications (12 hrs.)

Identify the character formatting technique(s) applied in the above document?

- (a) Borders
- (b) Italic
- (c) Header
- (d) Strikethrough
- (e) Underline

- 04) Which of the following option(s) in OpenOffice.org Writer is /are enabled while editing the document shown below?



- | | | |
|-----------------------------|--------------------|-------------|
| (a) Non printing Characters | (b) Fields | (c) Comment |
| (d) Text boundaries | (e) Changes Record | |

- 05) In OpenOffice.org Writer one can create cross references to

- | | | |
|--------------|----------------|-------------|
| (a) Tables. | (b) Headings. | (c) Header. |
| (d) Figures. | (e) Footnotes. | |

- 06) Consider the following properties.

- I. Transparency
- II. Flip
- III. Scale

Which of the above property/properties can be adjusted on a picture in an OpenOffice.org Writer document?

- | | | |
|-------------------------|------------------------|-------------------------|
| (a) (III) Only. | (b) (I) and (II) Only. | (c) (II) and (III) Only |
| (d) (I) and (III) Only. | (e) All. | |

- 07) Match the expressions listed on Column A with the appropriate options in OpenOffice.org Writer listed on Column B

	Column A		Column B
(I)	Combine main document and data source to send letters for many recipients.	A	Table of Content
(II)	Automate tasks that need to be performed repeatedly.	B	ImageMap
(III)	Defines areas of an image with the linked URLs.	C	Macro
(IV)	Display references used throughout the document.	D	Mail Merge
		E	Bibliography
		F	Hyperlink
		G	Reference Manager

The correct matching(s) is/are:

- (a) (I)-(D), (II)-(C),(III)-(B),(IV)-(E)
 (b) (I)-(D), (II)-(C),(III)-(F),(IV)-(G)
 (c) (I)-(D), (II)-(A),(III)-(C),(IV)-(B)
 (d) (I)-(F), (II)-(G),(III)-(B),(IV)-(E)
 (e) (I)-(F), (II)-(A),(III)-(C),(IV)-(B)

- 08) Identify the correct statement(s) with respect to documents created using OpenOffice.org Writer.

- (a) AutoCorrect feature automatically corrects common misspelling and typing errors already defined.
 (b) A tab stop can be moved directly by dragging the tab mark on the ruler to the desired position.
 (c) Once a document is saved one cannot save the same document in PDF.
 (d) A page can be formatted using one or more columns.
 (e) Work space is defined as the entire document including menus and tool bars.

- 09) Match the applications listed on Column A with (a) similar application(s) listed on Column B.

	Column A		Column B
(I)	GIMP	A	Paradox
(II)	OpenOffice.org Calc	B	Microsoft Excel
(III)	OpenOffice.org Impress	C	Adobe Photoshop
(IV)	OpenOffice.org Base	D	Microsoft PowerPoint
		E	Adobe Flash player

The correct matching(s) is/are:

- (a) (I)-(C), (II)-(A), (III)-(E), (IV)-(B)
 (b) (I)-(D), (II)-(B), (III)-(A), (IV)-(E)
 (c) (I)-(E), (II)-(A), (III)-(C), (IV)-(B)
 (d) (I)-(C), (II)-(B), (III)-(D), (IV)-(A)
 (e) (I)-(E), (II)-(B), (III)-(C), (IV)-(B)

10) Consider the following statements.

- I. A colored cell can be removed by selecting No Fill option on the background tab of the cell formatting dialog box.
- II. All formulae entered in a cell can also be started using the DASH (-) sign.
- III. A chart gets automatically updated with the modifications of values in the relevant data range on the sheet.

Which of the above statement(s) is/are correct regarding OpenOffice.org Calc application?

- | | | |
|-------------------------|------------------------|-------------------------|
| (a) (I) Only. | (b) (I) and (II) Only. | (c) (II) and (III) Only |
| (d) (I) and (III) Only. | (e) All. | |

11) Consider the formula entered in cell C4 on the following OpenOffice.org Calc spreadsheet.

COUNTIF fx ✖ ✓ =COUNTIF(A1:A10;C1)					
	A	B	C	D	E
1	2000		>2005		
2	2001				
3	2002				
4	2003		=COUNTIF(A1:A10;C1)		
5	2004				
6	2005				
7	2006				
8	2007				
9	2008				
10	2009				
11					

What would be the output on Cell C4?

- | | | |
|----------|------------|-------|
| (a) 1 | (b) 6 | (c) 4 |
| (d) 2005 | (e) #Name? | |

12) Which of the following statement(s) is/are correct regarding OpenOffice.org Calc Spreadsheet?

- | |
|---|
| (a) A123 is a valid cell reference. |
| (b) Spilt window helps one to copy and paste data between different areas on a large sheet. |
| (c) One cannot create hyperlinks on a spreadsheet. |
| (d) Pivot table allows you to combine, compare and analyze large amounts of data. |
| (e) A commented cell is shown using a small reddish triangle on the top right corner of the cell. |

13) An OpenOffice.org Calc Spreadsheet can be saved with the extension(s)

- | | | |
|----------|----------|-----------|
| (a) .odt | (b) .ods | (c) .html |
| (d) .xls | (e) .ppt | |

14) Which of the following function(s) is/are valid in an OpenOffice.org Calc Spreadsheet?

- | | | |
|-------------|--------------|------------|
| (a) SUMIF | (b) SUM | (c) DIVIDE |
| (d) AVERAGE | (e) MULTIPLY | |

15) Which of the following statement(s) is/are correct regarding the following spreadsheet segment created using OpenOffice.org Calc?

F9							
	A	B	C	D	E	F	G
1							
2	Supervisor	Project Title	Final Mark				
3	A	xx	45				
4	A	xxx	67				
5	A	xxxx	45		Supervisor	Number of Projects	
6	B	xxxxx	34		A	4	
7	A	xxxxxx	78		B	3	
8	B	vv	12		Total	7	
9	B	vvv	98				
10							
11							

- | |
|---|
| (a) Wrap text is applied on cell F5. |
| (b) Column Final Mark is formatted using one decimal place. |
| (c) Currently F9 is activated on the above spreadsheet. |
| (d) Merge cells is applied on cells F5 and G5. |
| (e) Text is aligned left. |

16) Which of the following operation(s) is/are valid in designing tables using OpenOffice.org Base?

- | | | |
|--------------------|------------------------|------------------------|
| (a) Format Table. | (b) Insert Record. | (c) Header and Footer. |
| (d) Merge Columns. | (e) Format Background. | |

17) Consider the following statements.

- I. A Database is a collection of information that is organized in a way that can easily be accessed, managed and updated.
- II. A Database table must always have a Foreign key for maintaining data integrity.
- III. 2NF is a normalization technique used to eliminate redundancy in a database.

From the above statements identify the correct statement(s) in relation to Databases.

- | | | |
|-------------------------|-----------------|------------------------|
| (a) (I) Only. | (b) (III) Only. | (c) (I) and (II) Only. |
| (d) (I) and (III) Only. | (e) All. | |

18) Which of the following statement(s) is/are correct with regard to Database Wizard in OpenOffice.org Base?

- | |
|--|
| (a) Create a new Database in OpenOffice.org Base. |
| (b) Save a Database as an ODF file. |
| (c) Open an existing Database file in OpenOffice.org Base. |
| (d) Get a printout of an existing Database using an installed printer. |
| (e) Connect to other existing Databases such as Microsoft Access. |

24) Which of the following tool(s) can be used to select a specific region in GIMP?

- | | | |
|--------------|----------------------|-----------------------|
| (a) Shear. | (b) Select by Color. | (c) Select by Pixels. |
| (d) Measure. | (e) Polygon Select. | |

25) Which of the following statement(s) is/are correct with regard to tools in GIMP?

- | |
|--|
| (a) The clone tool in GIMP can be used to change the width and height of an image. |
| (b) The transform tools in GIMP can be used to perform rotation, scaling, shearing, and perspective conversions of an image. |
| (c) Dodge/Burn tool in GIMP uses the current brush to lighten or darken the colours in your image. |
| (d) The Bucket Fill tool in GIMP is used to fill up the selected regions using a pattern. |
| (e) Scissor tool in GIMP can be used to create and edit paths in an image. |
