



UNIVERSITY OF COLOMBO, SRI LANKA



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (*EXTERNAL*)

Academic Year 2012/2013 – 1st Year Examination – Semester 1

IT1304 – PC Applications

Multiple Choice Question Paper

24th March, 2013
(TWO HOURS)

Important Instructions:

- The duration of the paper is **2 (Two) hours**.
- The medium of instruction and questions is English.
- The paper has **50** questions and **12** 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) Identify the correct statement(s) from among the following.
- I. OpenOffice.org Writer runs on MS Window's platform.
 - II. An application suit is another name given for an application package.
 - III. An Operating System is an example for computer software.
- | | | |
|-------------------------|---------------|-----------------------|
| (a) (I) Only | (b) (II) Only | (c) (I) and (II) Only |
| (d) (II) and (III) Only | (e) All | |
- 02) Which of the following statements is/are correct with respect to Files and Folders in a computer?
- | |
|---|
| (a) Number of files within a particular folder can be found using the properties dialog box of a folder.
(b) Created, Modified and Accessed date of a particular file can be found using the properties dialog box of a file.
(c) There can be two folders with the same name 'NewFolder' on a folder called 'MyFolder'.
(d) A directory also stands for a folder in computer science.
(e) The Windows Explorer provides a better view of all other folders in a MS Windows platform. |
|---|
- 03) Which of the following computer software can be used for word processing?
- | | | |
|------------------------|-------------------------|-----------------|
| (a) Corel Word Perfect | (b) Microsoft Word 2003 | (c) Google Docs |
| (d) WordPad | (e) Google Chrome | |
- 04) Consider the following features and identify the feature(s) available in Open Office.org Writer to create documents.
- I. Page-layout methods including frames.
 - II. Equation editor.
 - III. Database integration including a bibliography database
- | | | |
|------------------------|-----------------------|-------------------------|
| (a) (I) Only | (b) (I) and (II) Only | (c) (II) and (III) Only |
| (d) (I) and (III) Only | (e) All | |
- 05) Which of the following short cut keys can be used to **Save** a document that is already opened in OpenOffice.org Writer?
- | | | |
|---------------------|--------------------|---------------|
| (a) Ctrl + S | (b) Ctrl + Alt + S | (c) Shift + S |
| (d) Ctrl + Shift +S | (e) Ctrl + S + S | |
- 06) Which of the following is/are true with respect to the OpenOffice.org Writer environment?
- | |
|---|
| (a) Work space in a Writer document is the entire document including menus and tool bars.
(b) Toolbars display the information about document modification status.
(c) Toolbars can be customized based on the user preference.
(d) A menu item in dim colour (gray) indicates that the menu is unavailable for current context.
(e) Standard short cut key of a specific menu item can be modified based on the user preference. |
|---|

07) Suppose there is an OpenOffice.org Writer document 'MyFirst.odt' saved in a folder 'C:\MyFolder'. Let the user do the following sequence of actions to the above mentioned file.

- Open the file 'MyFirst.odt'
- Add an image and type some more text.
- Select 'File-→Save As'
- Change the file name to 'MyFirst_Modified.odt'
- Click on the 'Save' button

Note: Please note that 'Save AutoRecovery information every --- mins' option is disabled.

Consider the following statements and identify the statement(s) which is /are correct with regard the above mentioned files.

- I. 'Save As' will rename 'MyFirst.odt' Writer file into 'MyFirst_Modified.odt'
- II. Inside 'C:\MyFolder' there will be two files named as 'MyFirst.odt' and 'MyFirst_Modified.odt'
- III. Content in both files 'MyFirst.odt' and 'MyFirst_Modified.odt' are the same.

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

08) Which of the following information / function(s) can be found in the status bar of an Open Office.org Writer?

- | | | |
|------------------------|------------------|-----------------|
| (a) Current page style | (b) Tab settings | (c) View layout |
| (d) Language | (e) Alignment | |

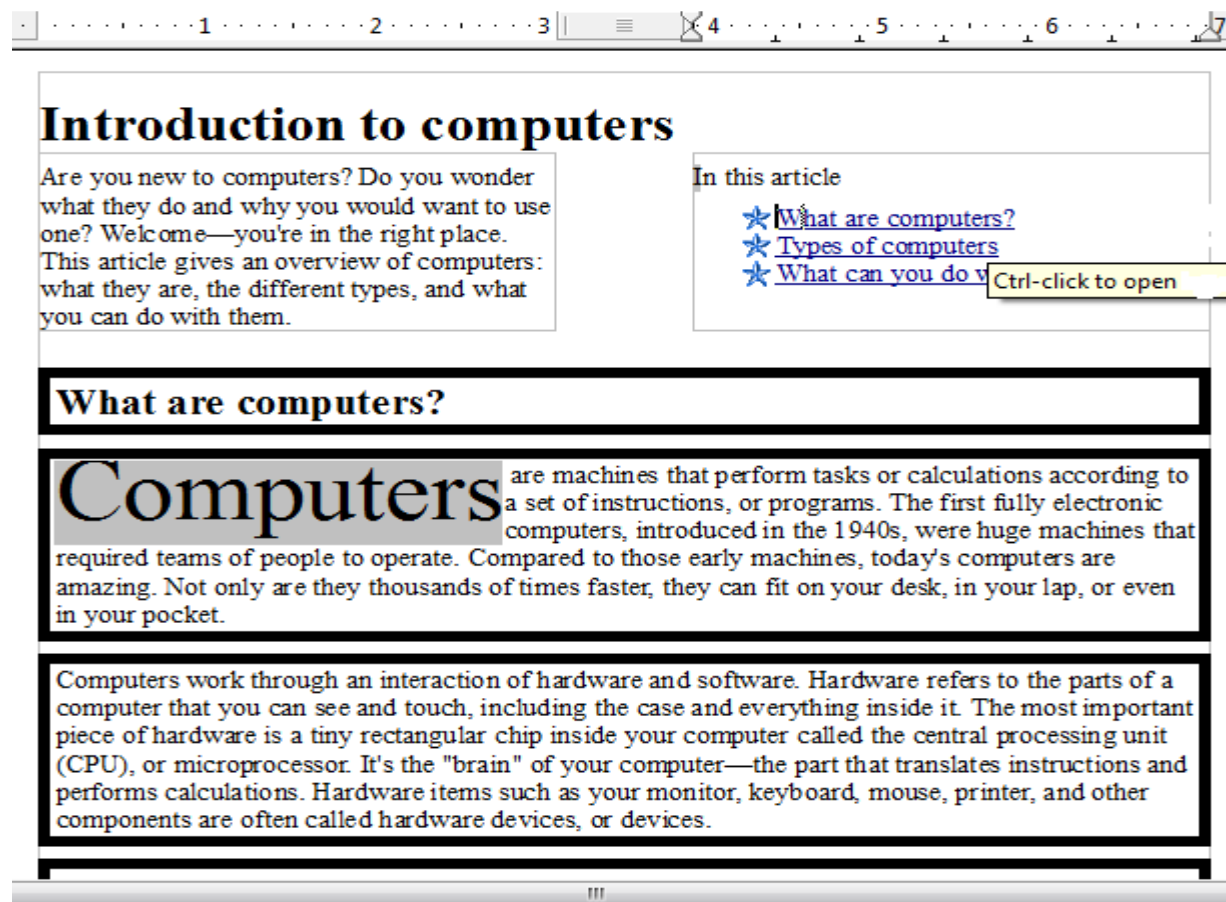
09) Which of the following tool(s) is/are available to create a document using OpenOffice.org Writer?

- | | | |
|----------------|---------------------------|---------------|
| (a) Macros | (b) Bibliography Database | (c) Goal Seek |
| (d) Data pilot | (e) Footnotes / Endnotes | |

10) Consider the following statements and identify which of them is/are correct regarding the spelling and grammar tool in OpenOffice.org Writer.

- | |
|---|
| (a) The spellchecker starts at the current cursor position and advances to the end of the document or selection. |
| (b) The spellchecker enables different in-built text languages to be used to check the spelling of the document. |
| (c) It does not provide a facility to add the unknown words to a user-defined dictionary. |
| (d) The document uses standard colours to highlight the spelling and grammar errors. Therefore, these colours could not be changed by the user. |
| (e) This provides the option to enable or disable the check capitalization of a specific document. |

Consider the following OpenOffice.org Writer document segment and answer the questions 11 and 12.



11) Which of the following formatting option(s) is/are used to create the above document?

- | | | |
|-------------------------|---------------------------|--------------|
| (a) Page border | (b) Text wrap | (c) Drop Cap |
| (d) Double line spacing | (e) Bullets and Numbering | |

12) Which of the following statements is / are correct with regard the above document?

- | |
|---|
| (a) Non printing character option is enabled in this document. |
| (b) The document contains 'Right Align' text. |
| (c) A note is appended to describe some of the text in the document. |
| (d) The document is formatted using two column settings. |
| (e) Some of the text within the document is hyperlinked to other parts of the document / files. |

13) To complete the following sentence, which of the options provided is/are correct?

Cross-referencing in OpenOffice.org Writer document

- I. allows to jump to specific text passages in a single document.
- II. consists of a target and a reference that are inserted as fields in the document.
- III. cannot be applied for graphics, drawing objects, OLE objects and tables even if they have a caption.

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

Question 14 and 15 are based on the following description.

Suppose you were asked by the manager of your company to call 10 quotations from different mobile companies in order to buy 30 Android (Version 4.0) mobile phones. Thus, the following letter format is created in OpenOffice.org Writer.

January 12, 2013

<<Title>><<Initials>><<Lastname>>
<<Company name>>,
<<Address>>,
<<City>>.

<<Salutation>>

INVITATION TO QUOTE PRICE OF ANDROID 4.0 MOBILE PHONES

We are interested in purchasing 30 Android (Version 4.0) mobile phones for our company.
Please quote your ordinary unit price along with the discounted rate for the above requirement and fax it to +94112345678.

All price quotations must be firm and include when they expire.

Sincerely,

P. Senerath
ABC Company (pvt) limited

- 14) Which of the following facility (ies) in OpenOffice.org Writer can be used to generate the 10 individual letters?

(a) Macros.	(b) Extension manager.	(c) Exchange Database.
(d) Mail Merge.	(e) Convert.	

- 15) Which of the following source(s) can be used in order to store the recipients' details to be used by this document?

(a) OpenOffice.org Base(odt)
(b) Microsoft Access (.mdb)
(c) Text document (.txt)
(d) OpenOffice.org Calc (.ods)
(e) Microsoft Excel (.xls)

- 16) Which of the following is/are correct regarding spread sheet applications?

(a) Lotus Symphony (2007) is an example for a spreadsheet application.
(b) There is no significant difference between a spread sheet application and a database application.
(c) Oracle is the most popular spread sheet application for PCs.
(d) What-if analysis is an important feature in any spreadsheet application.
(e) A spread sheet application can be used to perform calculations, data analysis and data evaluation using graphs, charts and summaries.

17) Which of the options is most suitable to fill the blank in the following incomplete statement?

..... trace/s the dependencies from the current formula cell to the cells in the spreadsheet.

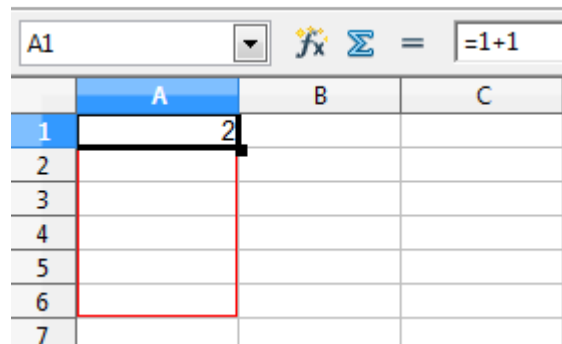
- | | | |
|---------------|---------------|-----------------|
| (a) Goal seek | (b) Filter | (c) Consolidate |
| (d) Solver | (e) Detective | |

18) Identify the correct statement(s).

- I. A chart in OpenOffice.org Calc gets automatically updated with the modifications of values in the relevant data range on the sheet.
- II. One can move to the cell A1 from any cell by pressing the 'Home' key on the keyboard.
- III. OpenOffice.org Calc lets you to hide any sheet without deleting the sheet.

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

19) Suppose A1 cell contains the formula “=1+1” as shown on the following OpenOffice.org Calc sheet segment. If the fill handle is used to fill the cells from A2 to A6 with aid of cell A1, what would be the formula pasted on each cell.



- | |
|--|
| (a) A2: =1+1 ; A3: =1+1 ; A4: =1+1 ; A5: =1+1 ; A6: =1+1 . |
| (b) A2: =1+2 ; A3: =1+3 ; A4: =1+4 ; A5: =1+5 ; A6: =1+6 . |
| (c) A2: =2+1 ; A3: =3+1 ; A4: =4+1 ; A5: =5+1 ; A6: =6+1 . |
| (d) A2: =2+2 ; A3: =3+3 ; A4: =4+4 ; A5: =5+5 ; A6: =6+6 . |
| (e) A2: Err:509; A3: Err:509; A4: Err:509; A5: Err:509; A6: Err:509. |

20) Which of the following is/are true with regard the functions/tools in OpenOffice.org Calc application?

- | |
|--|
| (a) Print option in Calc does not give the option to select only a range of cells to be printed on A4 sheet. |
| (b) =Sheet3.E3+Sheet3.G3-Sheet3.G5 is a valid formula if the corresponding cells are formatted using Numbers. |
| (c) Freeze in Calc application divides the sheet at the top left corner of the active cell and the area to the top left is no longer scrollable. |
| (d) A date value entered in a cell can be formatted using any user defined format code using the Format cell dialog box. |
| (e) Paste Special in Calc can be used to transpose columns into rows. |

Following is a segment of an OpenOffice.org Calc datasheet prepared for the given description. Answer the questions from 21-24 based on it.

A total of 25 student projects (P1-P25) are assigned among 5 evaluators (EV1-EV5) randomly. Column A (A2:A26) and B (B2:B26) store the project code and the evaluator assigned for that corresponding project respectively. Column D (D3:D7) stores the evaluators list. As shown in the Calc datasheet, total number of assigned projects for each of the evaluator is stored in Column E (E3:E7) using a formula format =XXX(Range;Criteria).

Please note that XXX denotes the corresponding function.

	A	B	C	D	E	F
1	Project Code	Evaluator				
2	P1	EV1		Evaluator List	Total Count	
3	P2	EV1		EV1	8	
4	P3	EV3		EV2	6	
5	P4	EV5		EV3	3	
6	P5	EV1		EV4	3	
7	P6	EV2		EV5	5	
8	P7	EV4		Total Projects	25	
9	P8	EV4				
10	P9	EV2				
11	P10	EV5				
12	P11	EV1				
13	P12	EV3				

21) The formula in E3 is/are

- (a) =COUNTIF(\$B\$2:\$B\$26;D3)
- (b) =COUNTIF(B2:B26;EV1)
- (c) =COUNTIF(B2:B26;"EV1")
- (d) =COUNTIF(\$B\$2:\$B\$26;D3)
- (e) =COUNTIF(B2:B26;"EV1")

22) In order to fill the cells from E4-E7 using the formula entered in E3, the format of the cell range and the criteria in cell E3 is/are

- (a) Cell Range - \$B\$2:\$B\$26 ; Criteria - D3
- (b) Cell Range - \$B\$2:\$B\$26 ; Criteria - \$D\$3
- (c) Cell Range - B2:B26 ; Criteria - D3
- (d) Cell Range - B2:B26 ; Criteria - "EV1"
- (e) Cell Range - B2:B26 ; Criteria - \$D\$3

23) Which of the tool(s) shown in the options should one use to view only the projects assigned for EV1 as shown in the following datasheet segment?

2	P1	EV1
3	P2	EV1
6	P5	EV1
12	P11	EV1
14	P13	EV1
18	P17	EV1
21	P20	EV1
24	P23	EV1

- (a) Conditional Formatting
- (b) AutoFilter
- (c) Standard Filter
- (d) Run a Macro
- (e) Data Pilot

24) The Cell E8 counts the total number of projects entered in the datasheet. Which of the following formula(e) should be entered in Cell E8?

- | | | |
|-------------------|------------------------|-----------------|
| (a) =TOTAL(E3:E7) | (b) =COUNT(A2:A26) | (c) =TOT(E3:E7) |
| (d) =SUM(E3:E7) | (e) =E2+E3+E4+E5+E6+E7 | |

25) Consider the following statements.

- I. A spreadsheet application can be converted into a database using OpenOffice.org Base.
- II. OpenOffice.org Database Wizard gives one the opportunity to create a new database or to open an existing database to modify and work with.
- III. A form designed in OpenOffice.org Base can be exported into a PDF format.

Which of them is/are correct?

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

26) Which of the following statement(s) is/are correct with respect to OpenOffice.org Base?

- | |
|--|
| (a) Reports and forms in Base application can get data from tables and queries. |
| (b) An image can be inserted while designing the report in Base application. |
| (c) It does not let the user to design a user defined layout when creating a form using the design view. |
| (d) New records can be entered into a table using forms in Base. |
| (e) SQL view in query object can be used to create a new report in Report object. |

27) Queries in OpenOffice.org Base

- | |
|--|
| (a) are a special type of a table. |
| (b) can either apply to one table or to multiple tables. |
| (c) do not provide the facility to sort data. |
| (d) can be used to find records from a data table based on a certain criteria. |
| (e) can get directly printed using the application. |

28) Identify the correct statement(s) in relation to Databases.

- | |
|--|
| (a) Paradox is an example for a RDBMS. |
| (b) An individual data item held for each record in a database is known as a column. |
| (c) A relational database aims to achieve normalization of data. |
| (d) A database can be used to design logos and graphics. |
| (e) BCNF (Binary Coded Normal Form) is a normalization technique used to reduce redundancy and update anomalies of a database. |

29) Complete the following sentence.
A 'Primary Key'

- | |
|--|
| (a) is a field or combination of fields which uniquely identifies the record in a table. |
| (b) must always contain a value. |
| (c) can either be a normal attribute or auto generated by the DBMS. |
| (d) may contain duplicate values. |
| (e) should always be ignored when creating a table in a database. |

Consider the following table 'InvoiceDetails' created in OpenOffice.org Base and answer the questions 30 and 31.

	InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
1		304	Credit card	45678	25	6000	15
2		305	Cash	49200	100	240	0
3		495	Cash	34598	500	5000	5

30) Suppose the following query is designed based on the above table.

Field	InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
Alias	InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
Table	InvoiceDetails	InvoiceDetails	InvoiceDetails	InvoiceDetails	InvoiceDetails	InvoiceDetails	InvoiceDetails
Sort				ascending			
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function							
Criterion			'Cash'				
Or							

Which of the following query output(s) can be expected from the above?

(a)

InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
2	305	Cash	49200	100	240	0
3	495	Cash	34598	500	5000	5

(b)

InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
3	495	Cash	34598	500	5000	5
1	304	Credit card	45678	25	6000	15
2	305	Cash	49200	100	240	0

(c)

InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
3	495	Cash	34598	500	5000	5
2	305	Cash	49200	100	240	0

(d)

InvoiceID	OrderID	PaymentTerms	ProductID	Quantity	UnitPrice	Discount
1	304	Credit card	45678	25	6000	15
2	305	Cash	49200	100	240	0
3	495	Cash	34598	500	5000	5

(e)

31) Which of the following criteria can be used to display the records which offer a discount for a specific product when creating a query in Base?

- (a) NOT EQUAL 0 (b) NOT 0 (c) < > 0
(d) > 0 (e) GREATER THAN 0

32) Which of the following data type(s) is/are allowed in an OpenOffice.org Base application?

- | | | |
|-------------|-------------|---------------|
| (a) DECIMAL | (b) CHAR | (c) TIMESTAMP |
| (d) FLOAT | (e) BOOLEAN | |

33) Which of the following could be considered as (a) good design consideration(s) when designing a professional presentation?

- | |
|---|
| (a) Overload the presentation slides with more text than graphics. |
| (b) Text and the background colour should be the same. |
| (c) Use lesser number of font colours. |
| (d) Apply font colour to show different categories of text. (Headings, list items, paragraphs). |
| (e) Use video / audio clips that will take more time than the oral presentation. |

34) Consider the following statements.

- I. Slide sorter view gives you the ability to apply transition effect to one or multiple slides.
- II. Outline view can be used to reorder slide titles and change the font sizes used in the slides.
- III. Handout view lets one to edit notes of a specific slide.

Which of the above statement(s) is/are correct about the different views in OpenOffice.org Impress?

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

35) Which of the following common element(s) can be applied on all slides of a presentation using the Slide Master in OpenOffice.org Impress?

- | | | |
|------------------------|----------------------|---------------------|
| (a) A header/ footer | (b) Slide background | (c) An image / logo |
| (d) Font colour / size | (e) Bullet style | |

36) Which of the following is/are true when designing a presentation in OpenOffice.org Impress?

- | |
|---|
| (a) Shapes used for the presentation can be grouped together to make handling easier. |
| (b) Once the presentation is created, one can use a password to save the file to increase the security. |
| (c) Duplicate slide option will let the designer to add a copy of a current slide after the corresponding slide. |
| (d) A motion path effect cannot be applied when adding animation effects into an object in a slide. |
| (e) Hidden slides in a presentation cannot be hyperlinked within another visible slide to make visible during a slide show. |

37) An electronic presentation created using OpenOffice.org Impress can be exported into

- | | | |
|--------------------------|-----------------|----------------------------|
| (a) HTML. | (b) PDF. | (c) OpenOffice.org Writer. |
| (d) OpenOffice.org Base. | (e) Front Page. | |

- 38) Which of the following is/are example(s) for web authoring language?
- | | | |
|-----------------------|-----------|---------|
| (a) XHTML | (b) Amaya | (c) CSS |
| (d) Adobe Dreamweaver | (e) ASP | |
- 39) Document Size /Download Time in KompoZer, implies whether the file would be accessible through the network. This value
- | |
|---|
| (a) changes when you add content to the document. |
| (b) depends on the connection speed. |
| (c) is high if the page contains large video, audio and/or animation files. |
| (d) can be seen on the status bar of the KompoZer. |
| (e) can be reduced by applying layers when designing the web page. |
- 40) Web pages are the files which can be displayed using
- | | | |
|-------------------------|-----------------------|--------------------|
| (a) Netscape Navigator. | (b) Internet Explore. | (c) Google Chrome. |
| (d) DOS Edit. | (e) Fire fox. | |
- 41) Which of the following fact(s) should be thought of when designing a Website?
- | |
|--|
| (a) The Elements of the site |
| (b) The immediate needs of the site visitor |
| (c) The goals that need to be achieved from the site |
| (d) The appearance of the site |
| (e) The Navigation scheme |
- 42) Identify the correct statement(s).
- I. KompoZer can be used to apply security settings to a web site.
 II. A bulleted list can be used as a hyperlink when designing a web page.
 III. Microsoft FrontPage is an Open source web designing application.
- | | | |
|------------------------|---------------|-----------------------|
| (a) (I) Only | (b) (II) Only | (c) (I) and (II) Only |
| (d) (I) and (III) Only | (e) All | |
- 43) Which of the following is/are true regarding the Design View in KompoZer?
- | |
|--|
| (a) In this view the page is fully editable. |
| (b) It displays both the design and code of the page in a single window. |
| (c) It shows details of the HTML code. |
| (d) It displays a page as it would appear in the web browser. |
| (e) It displays design of the page in two windows. |
- 44) Which of the options is/are suitable to complete the following incomplete sentence?
 In KompoZer, the Split View provides one an interface to work
- | |
|--|
| (a) with both Design View and Code View. |
| (b) only with Design View and to check it on the Code View. |
| (c) only on the Code View and to test it on the Design View. |
| (d) on two windows of the Code View. |
| (e) on two windows of the Design View. |

45) GIMP

- (a) stands for GNU Image Multiplication Program.
- (b) is a multi-platform photo editing tool.
- (c) can be used for designing eye catching web pages.
- (d) functionality is more or less similar to the functionality provided by Adobe Photoshop.
- (e) is useful in designing posters.


46) GIMP can be used as

- (a) a simple paint program.
- (b) an expert quality photo retouching program.
- (c) a data and image storage device.
- (d) a mass production image renderer.
- (e) an image format converter.

47) Which of the following file format(s) is/are supported by GIMP?

- | | | |
|----------|----------|---------|
| (a) JPEG | (b) DOCX | (c) GIF |
| (d) XML | (e) TIFF | |

48) Which of the following is/are true with respect to the Free select tool in GIMP?

- (a) It is used to select areas of an image based on the colour similarity.
- (b) Fuzzy select is another name used for the Free select.
- (c) It can be used to select arbitrarily complex objects.
- (d) While tracing with the tool, the outline of the selection can be seen, and, when completed, the selection is shown by the Marching Ants.
- (e)  is the icon used to represent the free select tool in GIMP.

49) Consider the following features.

- I. Active foreground colour.
- II. Active background colour.
- III. Default colours.

Which of the above features can be seen in the toolbox in GIMP?

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

50) Which of the following Transformation tool(s) is/are available in GIMP?

- | | | |
|-----------|------------|-----------|
| (a) Flip | (b) Shear | (c) Scale |
| (d) Blend | (e) Rotate | |
