



UNIVERSITY OF COLOMBO, SRI LANKA



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (EXTERNAL)

Academic Year 2011/2012 – 1st Year Examination – Semester 1

IT1304 – PC Applications

Multiple Choice Question Paper

**11th March, 2012
(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 13 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.

1) Consider the following Operating Systems.

- (I) LINUX
- (II) Solaris
- (III) DOS
- (IV) Mac OS

Open Office runs on

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

2) Which of the following statements is/are correct with respect to computer applications?

- | |
|---|
| (a) An application package is a set of computer applications. |
| (b) The name of the application package gives what it can do for you. |
| (c) GIMP is an application of the OpenOffice application package. |
| (d) You can run any application on any computer. |
| (e) WordStar is an example for a Word processing application. |

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

Column A		Column B	
(I)	GIMP	A	Lotus 1-2-3
(II)	OpenOffice.org Calc	B	Microsoft Access
(III)	OpenOffice.org Impress	C	Adobe Photoshop
(IV)	OpenOffice.org Base	D	Microsoft PowerPoint
		E	Adobe Flash player

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

4) OpenOffice.org Writer document can be saved or exported to

- | |
|--|
| (a) Portable Document Format (.pdf). |
| (b) Microsoft Office 2000 Format (.doc). |
| (c) OpenOffice.org Calc Format (.ods). |
| (d) HTML document Format (.html). |
| (e) Text Format (.txt). |

5) Which of the following features is/are available in OpenOffice.org Writer to create documents?

- | |
|--|
| (a) Built-in drawing tools |
| (b) Auto correct and Auto complete |
| (c) Change tracking during revisions |
| (d) Templates and styles |
| (e) Embedding or linking graphics and spreadsheets |

6) The short cut key 'Ctrl + F' can be used to

- (a) select all text in a document.
- (b) find and replace text on a document .
- (c) format using bullets and numbering.
- (d) flip an object vertically on a document.
- (e) open the formula bar.

7) The term 'Word processing' means for

- (a) just typing text on a document.
- (b) a similar task done by the type writer.
- (c) processing the document with text, graphics and other objects.
- (d) text editing.
- (e) retyping the whole document.

8) Which of the following Word processing application(s) is/are free and open source?


- | | | |
|--------------------|---------------------------|-------------|
| (a) Microsoft Word | (b) Corel word Perfect | (c) AbiWord |
| (d) LyX | (e) OpenOffice.org Writer | |

9) Macro functionality in OpenOffice.org Writer can be used to

- (I) record a series of commands to be executed later on another document.
- (II) automate any task that needs to be done repeatedly on the same document.
- (III) insert the current date / time and filename in the header and the page number in the footer in several documents.

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

Consider the following document segment created in OpenOffice.org Writer and answer the questions from 10 to 11.

<p>Open-source software (OSS) is computer source code form: the source code and normally reserved for copyright holders are license that permits users to study, change, distribute the software.</p> <p>Open source software is very often collaborative manner. Open-source software example of open-source development and (technically defined) user-generated content content movements.</p>	 <p><i>Illustration 1: Open Source</i></p>	<p>software that is available in certain other rights provided under a software improve and at times also to</p> <p>developed in a public, is the most prominent often compared to or (legally defined) open</p>
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10) What is/are the paragraph formatting option(s) used in the above document?

- | | | |
|----------------------|-------------------------|--------------|
| (a) Right Align | (b) Left Align | (c) Drop cap |
| (d) Paragraph border | (e) Double line spacing | |

11) Which of the following statements is/are correct regarding the above document?

- (a) The document is formatted using columns.
- (b) Wrapping is applied to format the above document.
- (c) A caption is inserted to the figure on the document.
- (d) The document is formatted using tables.
- (e) A note is appended to the document to describe the illustration.

The questions listed from 12 to 15 are based on the following document segment created using Open Office.org Writer.

Created by : ABC Company

12/08/11

Aligning text in a word processing document can be tedious if you try to do it using tabs and spaces. Fortunately, Word allows you to insert tables in your document. A table will help you align columns and rows of text with ease.

Subject	Mark
Mathematics	67
Science	78
Arts	90
Social Science	67
History	56
Mean	71.6

If you've never used Word's tables feature before, it can be intimidating knowing where to start. And even if you have used the tables feature, you can find new ways to use it more effectively.

12) Which of the following information or object(s) is /are appearing on the document header?

- (a) Created by : ABC Company
- (b) 12/08/11
- (c) Paragraph starting from "Aligning text...."
- (d) Horizontal line
- (e) Table

13) Which of the following alignments is/are applied on the above table?

- (I) Left
- (II) Right
- (III) Center

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

14) Which of the following objects can be used to insert the table as shown on the document?

- (a) Text box
- (b) Frame
- (c) Rectangle
- (d) Line
- (e) Font work

- 15) Which of the following formula(e) can be used to find the mean (average) of the marks as shown on the table?

(a) =mean(<B2:B6>)	(b) =MEAN(B2:B6)	(c) =average(B2:B6)
(d) =sum (<B2:B6>)/5	(e) =sum <B2:B6>/5	

- 16) A Spread sheet should have

(a) maximum of three(03) sheets.
(b) zero(0) or many number of sheets.
(c) at least one(01) sheet.
(d) maximum of five(05) sheets.
(e) at least two (02) sheets.

- 17) Consider the following options.

- (I) Edit →Sheet →Delete Sheet
- (II) Edit →Delete Contents
- (III) Right click on the sheet tab → Delete Sheet
- (IV) Select the Sheet →Press Delete button on the key board

Which of the above options can be used to delete a sheet from a spread sheet?

(a) (I) Only.	(b) (III) Only.	(c) (I) and (III) Only.
(d) (II) and (III) Only.	(e) (I), (III) and (IV) Only.	

- 18) Suppose the cell D2 is formatted using the fraction format “-1234 10/81”. What would be the output on cell D2 if the value 34.5 is entered?

(a) -0034 10/20	(b) 34 10/20	(c) 34 ½
(d) 34.5 10/81	(e) 69/2	

- 19) Consider the following statements and select the correct option(s)?

- (I) A chart in Open Office Calc gets automatically updated with the modifications of values in the relevant data range on the sheet.
- (II) Only one chart type will be allowed in Open Office.org Calc.
- (III) Mean values and trend lines can be displayed on a chart created using Open Office.org Calc.

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

Consider the following spread sheet created in Open Office.org Calc and answer the questions listed from 20-24.

Note: Suppose the data shown below is available in Sheet 1 and cell C6 is formatted using percent value.

	A	B	C	D	E
4					
5					
6		Deduction Rate	6%		
7					
8	Employee N	Basic Salary	Total Deduction	Net Salar	
9	001	45,000.00	2700	42,300.00	
10	002	30,000.00			
11	003	50,000.00			
12	004	45,000.00			
13	005	30,000.00			
14	006	25,000.00			
15	007	21,000.00			
16	008	60,000.00			
17	009	21,000.00			
18	010	30,000.00			
19					
20					

- 20) Which of the following formula(e) should be entered in cell C9 and dragged downwards to fill out the column 'Total Deductions'?

(a) =B9*\$C\$6	(b) =B9*C\$6	(c) =B9*C6
(d) =B9*\$C\$6 / 100	(e) =\$B\$9*\$C\$6	

- 21) Which of the following formula(e) should be entered in cell D9 and dragged downwards to fill out the column "Net Salary"?

(a) =\$B\$9-C9	(b) =B9-\$C\$9	(c) B9-B9*C6
(d) D9=B9-C9	(e) =B9-C9	

- 22) What would be the output on cell A9, if the cells A9 to A18 are formatted using the format code EE@?

(a) 001EE	(b) 1EE@	(c) EE@1
(d) EE001	(e) EE1	

- 23) Which of the following commands is/are used to derive the following screen shot from the above spread sheet to view the employees whose total deduction is greater than or equal to 3000?

	A	B	C	D	
4					
5					
6		Deduction Rate	6%		
7					
8	Employee N	Basic Salary	Total Deduction	Net Salar	
11	003	50,000.00	3000	47,000.00	
16	008	60,000.00	3600	56,400.00	
19					
20					

- (a) Conditional Formatting (b) Filter (c) Goal Seek
(d) Sort (e) Data pilot

- 24) Which of the following formula(e) should be used, if the management wants to view the number of employees whose net salary is the maximum when compared with other Employees, on a separate sheet (Sheet 2) but on the same spread sheet?

- (a) =COUNTIF(Sheet1!D9:D18;IFMAX(Sheet1!D9:D18))
(b) =COUNT(Sheet1.D9:D18;MAX(Sheet1.D9:D18))
(c) =COUNT(Sheet1.D9:D18;IFMAX(Sheet1.D9:D18))
(d) =COUNTIF(Sheet1.D9:D18;MAX(Sheet1.D9:D18))
(e) =COUNT(Sheet1D9:D18;MAX(Sheet1D9:D18))

- 25) Identify the correct statement(s).

- (I) Data can be imported from Calc files to Base.
(II) Any table created in Open Office.org Base can be copied into a new Calc sheet.
(III) A table in a Base application can be saved as a PDF document.

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

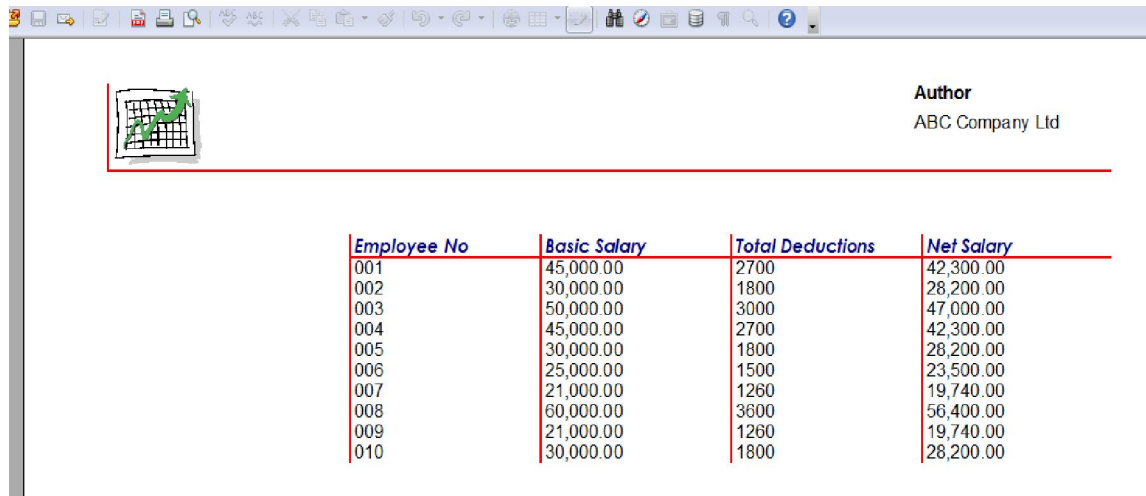
Consider the following objects in Open Office.org Base and answer the questions from 26 to 28.

- (I) Tables
(II) Queries
(III) Forms
(IV) Reports

- 26) Which of the above objects can be used to modify records of an existing table?

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

27)



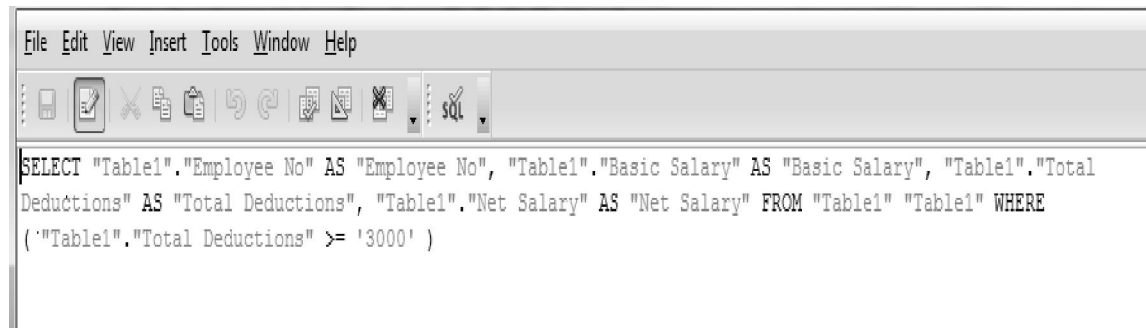
Employee No	Basic Salary	Total Deductions	Net Salary
001	45,000.00	2700	42,300.00
002	30,000.00	1800	28,200.00
003	50,000.00	3000	47,000.00
004	45,000.00	2700	42,300.00
005	30,000.00	1800	28,200.00
006	25,000.00	1500	23,500.00
007	21,000.00	1260	19,740.00
008	60,000.00	3600	56,400.00
009	21,000.00	1260	19,740.00
010	30,000.00	1800	28,200.00

The above view is an example for a document created by using

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

28)

Which of the above objects is/are responsible for producing the statements as shown on the following screen segment?



```
SELECT "Table1"."Employee No" AS "Employee No", "Table1"."Basic Salary" AS "Basic Salary", "Table1"."Total Deductions" AS "Total Deductions", "Table1"."Net Salary" AS "Net Salary" FROM "Table1" "Table1" WHERE ( "Table1"."Total Deductions" >= '3000' )
```

- | | | |
|--------------------------|--------------------------------|--------------------------|
| (a) (II) Only. | (b) (III) Only. | (c) (II) and (III) Only. |
| (d) (III) and (IV) Only. | (e) (II), (III) and (IV) Only. | |

The questions 29 -31 are based on the following table created in Open Office.org Base.

MailingListI	MemStatu	Birthdate	City	EmailAddress	Photo
M1	1	December 30, 1979	Colombo	M1@yahoo.com	
M2		April 5, 1980	Matara	M2@yahoo.com	

29)

What is/are the suitable field type(s) for the 'MemStatus' field if it is to store zero or one if the member is currently passive or active respectively?

- | | | |
|-------------|--------------|-------------|
| (a) CHAR | (b) VARCHAR | (c) INTEGER |
| (d) BOOLEAN | (e) SMALLINT | |

- 30) Which of the following criteria is /are valid in order to filter the records in between 01/01/1980 and 12/31/1990 of the 'Birthdate' field?

- (a) INBETWEEN 01/01/1980 AND 12/31/1990
- (b) BETWEEN #01/01/1980# AND #12/31/1990#
- (c) >= #01/01/1980# AND <= #12/31/1990#
- (d) =BETWEEN #01/01/1980# AND #12/31/1990#
- (e) IS LESS THAN OR EQUAL TO #01/01/1980# AND GREATER THAN OR EQUAL TO #12/31/1990#

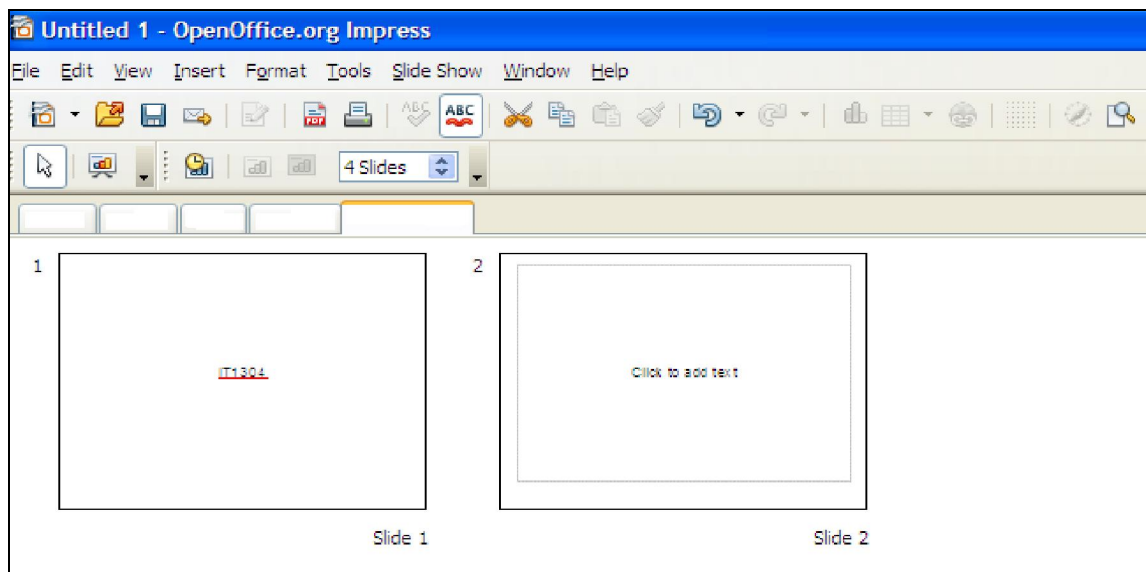
- 31) Which of the following descriptions can be considered as (a) step(s) in Database Normalization process?

- (a) Remove subsets of data that apply to multiple rows of a table and place them in separate tables.
- (b) Set a default value for fields in a table.
- (c) Eliminate duplicative columns from the same table.
- (d) Create separate tables for each group of related data and identify each row with a unique column or set of columns.
- (e) Rearrange the order of fields in a table according to the size of the field.

Consider the following views available in Open Office.org Impress to answer the questions from 32 to 34.

- | | | |
|---------------|------------------|-------------|
| (I) Normal | (II) Outline | (III) Notes |
| (IV) Handouts | (V) Slide Sorter | |

- 32) Consider the following screen shot taken from a presentation created using Open Office.org Impress.



Which of the following view(s) equivalents with the above screen shot?

- | | | |
|----------|----------|-----------|
| (a) (I) | (b) (II) | (c) (III) |
| (d) (IV) | (e) (V) | |

33) In which of the following view(s) one can change the Centered text format to Title, Text format?

- | | | |
|----------|----------|-----------|
| (a) (I) | (b) (II) | (c) (III) |
| (d) (IV) | (e) (V) | |

34) Which of the following view(s) lets one to add Custom animations to a slide?

- | | | |
|----------|----------|-----------|
| (a) (I) | (b) (II) | (c) (III) |
| (d) (IV) | (e) (V) | |

35) Slide Show setting in Slide Show menu in an Open Office.org Impress presentation can be used to

- (I) change the mouse pointer to a pen.
- (II) start the slide show from a given slide.
- (III) prevent any other program window appearing on top of the presentation.

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

36) Which of the following statements is/are correct with respect to Slide Master in Open Office.org Impress?

- | |
|--|
| (a) This can be used to add elements that need to be appearing on all of the slides in the presentation that use the same slide master. |
| (b) Every slide is based on a slide master. |
| (c) Text objects cannot be placed anywhere on the slide master. |
| (d) A slide master determines the text formatting style for the title and outline and the background design for all slides that use this slide master. |
| (e) Slide master is to protect slides from unauthorized access. |







37) Which of the following application(s) can be used as presentation applications?

- | |
|------------------------------------|
| (a) Microsoft PowerPoint |
| (b) Google Docs |
| (c) IBM Lotus Freelance Graphics |
| (d) Lotus 1-2-3 |
| (e) GNU Image Manipulation Program |

38) In GIMP, which of the following tool(s) will allow one to create complex selections called Bezier Curves?

- | |
|---------------------------|
| (a) The Paths tool |
| (b) The Airbrush tool |
| (c) The Pencil tool |
| (d) The Healing tool |
| (e) The Fuzzy Select tool |

- 39) From the following tools in GIMP main toolbox, what is/are the tool(s) one has to use to extract the foreground from the active layer or from a selection?

I		IV	
II		V	
III		VI	

- | | | |
|---------------|----------------|--------------------------|
| (a) (I) Only. | (b) (II) Only. | (c) (III) and (IV) Only. |
| (d) (V) Only. | (e) (VI) Only. | |

- 40) Identify the correct pair(s) from the given list regarding GIMP tools.

- I. “Fuzzy Select Tool” - Select a contiguous region on the basis of color.
- II. “Select by Color Tool” - Select areas with similar colors.
- III. “Color Picker Tool” - Set colors from image pixels.

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

- 41) Consider the following incomplete sentence.

The tool(s) can be used to perform rotation, scaling, shearing, and perspective conversions of the active layer.

What is/are the appropriate word(s) to complete it?

- | | | |
|---------------|------------------|-----------------|
| (a) Transform | (b) Magic Wand | (c) Free Select |
| (d) Alignment | (e) Fuzzy select | |

- 42) Which of the following statements is / are correct regarding Layers in GIMP?

- | |
|--|
| (a) Layers are used in digital image editing to separate different elements of an image. |
| (b) Layers can be deleted. |
| (c) Layers cannot be duplicated. |
| (d) Layers are operated independently with their own content. |
| (e) Only one layer can be activated at a specific time. |

- 43) Select the appropriate expression(s) to fill the blank space in the following sentence.

The working area or the editing area of a GIMP application is / are known as the.....

- | | | |
|-------------------|--------------------|------------|
| (a) image window. | (b) main tool box. | (c) slide. |
| (d) canvas. | (e) work place. | |

44) Which of the following is/are Open Source Web Designing Application(s)?

- (a) Adobe Dreamweaver
- (b) Microsoft FrontPage
- (c) KompoZer
- (d) Amaya
- (e) Open office Draw

45) Consider the following incomplete sentence.

KompoZer, allows one to move from one place to another or to a page on a different site.

What is/are the appropriate word(s) to complete it?

- | | | |
|-----------|-----------|--------------|
| (a) Split | (b) Links | (c) Hotspots |
| (d) Merge | (e) Dodge | |

46) Which of the following statements is / are correct with respect to Websites?

- (a) A website is a collection of web pages.
- (b) The starting page of a Website is called the Home Page.
- (c) A home page is not linked to other pages through text, images, etc.
- (d) Each page within a Website holds the same address.
- (e) Using a URL one can open a Webpage attached within a Website.

47) Which of the following statements is/are correct regarding a Webpage?

- I. A Webpage contains objects such as text and images.
- II. This can be opened using a browser.
- III. A Webpage is used to provide information to the users.

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

48) Which of the following statements is/are correct regarding Tables in KompoZer?

- (a) One can combine two or more adjacent cells into one cell.
- (b) One can customize the table width, height, border or spacing.
- (c) The distance from the border to the cell content is called cell spacing.
- (d) For an existing table one can insert new columns, rows or cells to add new records/data.
- (e) The space between two cells of a table is called text wrapping.

49) KompoZer allows one to view a Webpage in different ways.

Match the views listed on Column A with the appropriate definitions listed on Column B.

Column A		Column B	
A	Preview	(I)	Offers a way to format and arrange the contents as in Word document.
B	Normal View	(II)	Shows HTML tags added to all elements.
C	HTML View	(III)	Offers almost the same view as in a browser with the addition rulers and sizing boxes.

- (a) A- (I), B – (II), C – (III)
(b) A- (II), B – (III), C – (I)
(c) A-(III), B – (II), C – (I)
(d) A-(III), B – (I), C – (II)
(e) A- (I), B – (III), C – (II)

50) Identify the correct statement(s) regarding the Style Sheets used in web designing.

- I. Styles allow Webpage writers to control page formatting.
II. If a style is embedded to a list of style definitions within the HEAD section of a page then it is called an inline style.
III. One can link more than one external style files to a Webpage.

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