

04

**SOUTH EASTERN UNIVERSITY OF SRI LANKA**  
**FIRST EXAMINATION IN BACHELOR OF SCIENCE IN MANAGEMENT AND**  
**INFORMATION TECHNOLOGY - 2010/2011**

**SEMESTER - I, JULY / AUGUST - 2012**

**MIT 11043 – PC APPLICATIONS**

**Answer All Questions**

**Duration 03 Hours**

**Question 01**

- a) What do you understand by the term computer software? Explain in detail.
- b) What is an Operating System? List out the functions carried out by an operating system.
- c) Explain the term Application Software. Write down at least 05 names of application software
- d) Explain Language Translators

**(20 Marks)**

**Question 02**

- a) What do you understand by the term Word Processing? Briefly explain the advantages you can enjoy using a word processing application rather than a conventional typewriter.

**(05 Marks)**

- b) Write down the shortcut keys to
  - i. Open a document
  - ii. Bold selected text
  - iii. Italicize selected text
  - iv. Make the paragraph line-spacing to 1.5
  - v. Increase Font Size by one point

**(05 Marks)**

- c) Write down the steps clearly to
  - i. Change Page Orientation
  - ii. Create a Table with 10 rows and 10 columns
  - iii. Insert a section break (continuous)
  - iv. Insert a Footer or Footer with the text "MIT 11043 by S. SaNa"
  - v. Insert page borders
  - vi. Save a Document to Word 97–2003 Format
  - vii. Insert a Symbol
  - viii. Add Page Numbers to a Document

**(16 Marks)**

- d) One of the beautiful features available with MS Word is Mass Mailing. The Management Information System Unit (MIS Unit) of SEUSL has a list of 350 students. Now the MIS Unit wants to send letters to all those students about the examination to be conducted in August. Imagine that you are computer operator at the MIS Unit. Write down the steps clearly how you will use the Mail Merge feature to prepare 350 letters (same content except name and address).

(04 Marks)

(Total: 30 Marks)

### Question 03

- a) What is Cell Reference? Briefly discuss the three types of cell references.

(03 Marks)

- b) Given below is an Excel worksheet extract. Answer the question follow based on this.

	A	B	C	D	E	F	G
1	Customer Number	Name	Quantity	Rate	Amount	Discount	Actual Amount
2	B2-1001	Jasee	50	15			
3	B2-1002	Maithly	60	24			
4	B2-1003	Rumaise	70	26			
5	B2-1004	Nuraneer	55	35			
6	B2-1005	Peter	90	42			
7	B2-1006	Bush	45	12			
8	B2-1007	Tonny	35	28			
9	B2-1008	Mike	80	10			
10	Total						
11							
12	Discount Rate		5%				
13							

- Write the steps to generate Customer Number using AutoFill
- Write down the formula for E2 to calculate Amount
- Write down the formula for F2 to find Discount
- Write down the formula for G10 to find the Total of Actual Amount

(08 Marks)

- c) Following figure is an Excel worksheet extract of marks earned by students in an exam conducted by ABC College of Technology.

	A	B	C	D	E	F	G	H	I	J
1				Marks			Grades			
2	Name	ICT	English	Management	Total	Average	ICT	English	Management	Result
3	Banu	70	66	80						
4	Rose	65	59	75						
5	Nisam	57	75	66						
6	Kareem	36	50	57						
7	Perera	58	32	45						
8	Ashraff	33	50	30						
9										

Answer the questions below by writing down the necessary formulas

i. For cell E3 and F3

(02 Marks)

ii. For cell G3, H3, and I3. Grades are decided based on the following criteria

Range	Grade
100 – 80	A+
70-79	A
50 – 69	B
40 – 49	C
35 – 39	D
0 – 34	F

(04 Marks)

iii. For cell J3, Results are decided as follows

Average	Result
55-100	Pass
0 – 54	Fail

(03 Marks)

iv. Explain any five functions in MS Excel 2010 with formula and suitable example?

(05 Marks)

(Total: 25 Marks)

#### Question 04

a) Explain the Different Views in PowerPoint

(04 Marks)

b) What is Slide Transition? Write down the steps to apply a particular slide transition to selected slides

(03 Marks)

c) Write down the steps to insert a Movie or a Sound on a slide

(03 Marks)

(Total: 10 Marks)

**Question 05**

a) What is Programming Language? Explain with its categories and examples

(10 Marks)

b) With reference to Windows 7, write down the shortcut keys to carry out the following tasks

- i. Show / Hide desktop
- ii. Minimize all windows
- iii. Peek at the desktop
- iv. Open a new instance of a pinned item on the Taskbar
- v. Maximize a window which is in Restored size

(05 Marks)

**(Total: 15 Marks)**