



0324



The Open University of Sri Lanka
Faculty of Engineering Technology
Department of Textile and Apparel Technology

Study Programme : Bachelor of Industrial Studies Honours
Name of the Examination : Final Examination
Course Code and Title : TAK3237 Introduction to Computer Applications
Academic Year : 2024/25
Date : 28th January 2026
Time : 1330 - 1630 Hours
Duration : 3 hours

Index No:

MULTIPLE CHOICE QUESTION ANSWER SHEET

QUESTION -01

[Mark an "X" on the correct letter (a, b, c, or d).]

- | | | | |
|--------------------|---------------------|---------------------|---------------------|
| 1. (a) (b) (c) (d) | 6. (a) (b) (c) (d) | 11. (a) (b) (c) (d) | 16. (a) (b) (c) (d) |
| 2. (a) (b) (c) (d) | 7. (a) (b) (c) (d) | 12. (a) (b) (c) (d) | 17. (a) (b) (c) (d) |
| 3. (a) (b) (c) (d) | 8. (a) (b) (c) (d) | 13. (a) (b) (c) (d) | 18. (a) (b) (c) (d) |
| 4. (a) (b) (c) (d) | 9. (a) (b) (c) (d) | 14. (a) (b) (c) (d) | 19. (a) (b) (c) (d) |
| 5. (a) (b) (c) (d) | 10. (a) (b) (c) (d) | 15. (a) (b) (c) (d) | 20. (a) (b) (c) (d) |

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General Instructions

1. Read all instructions carefully before answering the questions.
 2. This is a Closed Book Test (CBT).
 3. Write down your Index Number on all the pages of the answer script.
 4. This question paper consists of **Eight (08)** questions from pages 2 to 7.
 5. Answer **Question One (Q1)**, which contains **20 Multiple Choice Questions (MCQs)**, as it is **compulsory**, and answer **any Five (05)** questions from Question 02 to Question 08.
 6. Question 01 carries twenty marks (20), and Questions 02 to 08 carry sixteen (16) marks each.
 7. A separate MCQ answer sheet is provided for Question 01. Ensure that the MCQ answer sheet is properly filled and attached to the answer book before submission.
 8. Answers for each question should commence on a new page.
 9. Write down the answered question numbers on the cover page of the answer book.
 10. Answers should be in clear handwriting.
 11. Do not use red colour pens to write the answers.
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Answer all Multiple-Choice Questions

A separate MCQ answer sheet is provided for Question 01. Ensure that the MCQ answer sheet is properly filled and attached to the answer book before submission.

Question 01

(Total 20 marks)

1. Which device is used to store data permanently?
 - a) RAM
 - b) Hard Disk
 - c) Cache
 - d) Register

2. A group of 8 bits is called:
 - a) Byte
 - b) Nibble
 - c) Word
 - d) Packet

3. Which of the following operating systems does not support multitasking?
 - a) Windows XP
 - b) Linux
 - c) Unix
 - d) MS-DOS

4. GUI stands for:
 - a) General User Interface
 - b) Graphical User Interface
 - c) Global User Interface
 - d) Graph User Interaction

5. Which component manages computer hardware and software resources?
 - a) Device driver
 - b) Operating system
 - c) Application software
 - d) Utility software

6. In Microsoft Excel, which feature is used to restrict the type of data that can be entered into a cell?
 - a) Conditional Formatting
 - b) Data Validation
 - c) Cell Protection
 - d) AutoFill

7. Which Excel feature allows a user to automatically continue a series of numbers or dates by dragging the fill handle?
 - a) AutoSum
 - b) Flash Fill
 - c) AutoFill
 - d) Sort

8. Which chart is best suited to show trends over time?
 - a) Pie chart
 - b) Column chart
 - c) Line chart
 - d) Bar chart

9. Which Excel chart uses horizontal bars?
 - a) Line chart
 - b) Column chart
 - c) Bar chart
 - d) Pie chart

10. Which tab is used to insert a chart in Microsoft Excel?
- a) Home
 - b) Data
 - c) Insert
 - d) Review
11. Which of the following are font styles in Microsoft Word?
- a) Arial, Calibri
 - b) Serif, Sans-serif
 - c) Bold, Italic, Underline
 - d) Times New Roman, Verdana
12. Which tab contains font formatting tools in Microsoft Word?
- a) File
 - b) Insert
 - c) Home
 - d) Review
13. Which slide layout contains two content placeholders?
- a) Title Slide
 - b) Title and Content
 - c) Two Content
 - d) Blank
14. Which feature controls movement between slides in PowerPoint?
- a) Animation
 - b) Transition
 - c) Design
 - d) Layout

15. Which of the following is used to remove unnecessary files from a disk?

- a) Disk Defragmenter
- b) Antivirus
- c) Disk Cleanup
- d) Backup tool

16. Which software protects a computer from malware?

- a) Disk Cleanup
- b) Antivirus software
- c) Backup utility
- d) Device driver

17. Which action helps to avoid copyright violation?

- a) Copying content freely
- b) Ignoring licensing terms
- c) Proper attribution
- d) Removing author names

18. Which tool is commonly used to search information on the internet?

- a) File Explorer
- b) Search engine
- c) Control Panel
- d) Task Manager

19. The internet was originally developed for:

- a) Online shopping
- b) Entertainment
- c) Military use
- d) Education

20. Which is the most commonly used key to refresh a webpage?

- a) F2
- b) F5
- c) F7
- d) F12

Answer Any Five (05) questions from the following Seven (07) Questions

Question 02

- (a) Define a computer and explain any two characteristics of a computer.
(04 marks)
- (b) Briefly explain the main components of a computer system and their functions.
(06 marks)
- (c) Briefly explain the functions of the Arithmetic Logic Unit (ALU) and Control Unit (CU).
(06 marks)

Question 03

- (a) Explain the purpose of application software and classify it into two categories with suitable examples.
(05 marks)
- (b) Compare system software and application software with suitable examples.
(08 marks)
- (c) State three advantages of using computer-aided design tools in modern engineering practices.
(03marks)

Question 04

- (a) What is an operating system, and briefly explain the two views of an operating system.
(06 marks)
- (b) State and briefly explain any four operating system management tasks.
(08 marks)
- (c) State any two types of operating systems with one example for each.
(02 marks)

Question 05

- (a) What is Windows 7? Explain any four key features of Windows 7. (06 marks)
- (b) Write the steps involved in installing Windows 7. (06 marks)
- (c) Explain any two benefits of using compressed (zipped) folders. (04 marks)

Question 06

- (a) Name four features of a word processing application. (04 marks)
- (b) Briefly describe the steps involved to:
- i. Apply styles to text
 - ii. Insert and format a table
 - iii. Set page orientation and margins
 - iv. Save a document in different formats (08 marks)
- (c) Explain the importance of formatting in document preparation. (04 marks)

Question 07

- (a) Name four basic Excel functions used for data analysis. (02 marks)
- (b) Describe the steps and commands to perform the following in Microsoft Excel:
- i. Calculate the sum of a selected range
 - ii. Find the average of numerical values
 - iii. Count the number of numeric cells
 - iv. Identify the maximum value in a range (06 marks)
- (c) Explain how to create a chart in Excel and describe any two chart types. (04 marks)
- (d) Explain how to sort and filter data in Excel. (04 marks)

Question 08

- (a) State four benefits of using the internet in modern society. (04 marks)
- (b) Describe ethical guidelines that should be followed when using online information. (08 marks)
- (c) Explain why copyright laws are important in the digital environment. (04 marks)