

THE OPEN UNIVERSITY OF SRI LANKA



B.A IN ENGLISH AND ENGLISH LANGUAGE TEACHING - LEVEL 6  
FINAL EXAMINATION - July 2010  
COMPUTERS & ELT - LSU 4104  
DURATION - TWO HOURS (02 hours)

DATE: 01. 07. 2010 TIME: 9.30 am. - 11.30 am.

**ANSWER FOUR QUESTIONS INCLUDING QUESTION NUMBER ONE.**

1. Answer all questions. (Use paper provided to answer the questions.)
  1. Accessing the Internet from a typical home PC requires the use of
    - (a) CD-ROM drive
    - (b) a modem
    - (c) Windows 95
    - (d) MS Office
  2. The operating system used by IBM for their original PC is
    - (a) MS-DOS
    - (b) Windows 3.1
    - (c) PC-DOS
    - (d) DOS
  3. The best print quality can be achieved from
    - (a) line printer
    - (b) dot matrix Printer
    - (c) ink-jet printer
    - (d) laser printer
  4. A UPS
    - (a) increases the storage capacity of a computer system
    - (b) increases the process speed
    - (c) provides backup power in the event of a power cut
    - (d) none of the above
  5. QWERTY is used with reference to
    - (a) screen layout
    - (b) mouse button layout
    - (c) keyboard layout
    - (d) word processing software

- 6 "Zipping" a file means
- (a) encrypting it (b) decrypting it  
(c) compressing it (d) transmitting it
- 7 A search engine is a
- (a) hardware (b) programme to search the Web  
(c) browser (d) none of the above
8. An ISP
- (a) provides access to the Internet  
(b) is a CPU register  
(c) is a CPU functional unit  
(d) is a make of a processor
9. All formula in Excel start with
- (a) % (b) +  
(c) = (d) -
10. To add two cells (A1 and A2) together you use the following formula
- (a) =A1 + A2 (b) =Add(A1+A2)  
(c) =together(A1:A2) (d) A1 plus A2
11. The advantage of using a spreadsheet is:
- (a) calculations can be done automatically  
(b) changing data automatically updates calculations  
(c) more flexibility  
(d) all of the above
12. The intersection of a row and column is called :
- (a) data (b) a field  
(c) a cell (d) an equation

13. You can activate a cell by
- (a) Pressing the Tab key
  - (b) Clicking the cell
  - (c) Pressing an arrow key
  - (d) All of above
14. You can not link Excel worksheet data to a Word document
- (a) With the right drag method
  - (b) With a hyperlink
  - (c) With the copy and paste special commands
  - (d) With the copy and paste buttons on the standard toolbar
15. What is a motion path in power point ?
- (a) A type of animation entrance effect
  - (b) A method of advancing slides
  - (c) A method of moving items on a slide
  - (d) All of the above
16. Which of the following should you use if you want all the slides in the presentation to have the same "look"?
- (a) the slide layout option
  - (b) add a slide option
  - (c) outline view
  - (d) a presentation design template
17. If you have a PowerPoint presentation you created and want to send using email to another teacher, you can add the show to your email message as a (an)
- (a) Inclusion
  - (b) Attachment
  - (c) Reply
  - (d) Forward
18. Special effects used to introduce slides in a presentation are called
- (a) effects
  - (b) custom animations
  - (c) transitions
  - (d) present animations

19. Which of the following features should you use when typing in the notes text box?
- (a) Slide show (b) Insert  
(c) Slide maser (d) Zoom
20. Which of the following should be used when you want to add a slide to an existing presentation?
- (a) File, add a new slide (b) Insert, New slide  
(c) File Open (d) File, New
21. Which of the following tools enable you to add text to a slide without using the standard placeholders?
- (a) Text tool box (b) Line tool  
(c) Drawing tool (d) Auto shapes tool
22. Which of the following can you use to add times to the slides in a presentation?
- (a) Slide show menu (b) Rehearse timings button  
(c) Slide transition button (d) All of the above
23. A cell is defined as
- (a) The intersection of a column and a row  
(b) An input box  
(c) A rectangular marker  
(d) All of the above
24. The arrangement of elements such as Title and Subtitle text, pictures, tables etc. is called
- (a) Layout (b) Presentation  
(c) Design (d) scheme
25. The best way to insert a new slide in a presentation is to use the
- (a) Normal view (b) Special view  
(c) Slide show view (d) Slide sorter view

26. A program which helps to create written document and lets you go back and make corrections as necessary:
- (a) Home row keys                      (b) Tool bar  
(c) Folder                                (d) Word processor
27. Graphics for word processor can be inserted from
- (a) Peripheral                            (b) Clip art  
(c) Highlight                            (d) Execute
28. What type of software is used for creating letters papers and other documents?
- (a) Database                              (b) Word Processor  
(c) Spreadsheet                        (d) Operating Program
29. What is the file extension of Ms-Word document?
- (a) Dot                                    (b) Doc  
(c) Dom                                   (d) Txt
30. Which of the following software is used for Desktop Publishing??
- (a) Spreadsheet                        (b) Graphing  
(c) Word processing                    (d) Database
31. A word processor would most likely be used to do which of the following?
- (a) Keep an account of money spent  
(b) Do a computer search in the media center  
(c) Maintain an inventory  
(d) Type a biography
32. Which of the following applications is not included in latest Office Package?
- (a) Access                                (b) Excel  
(c) Word Perfect                        (d) Power Point

33. Which of the following bars is not available in MS-Word?  
(a) Toolbar (b) Formula Bar  
(c) Status Bar (d) Menu Bar
34. While working in Ms-Word, you have to work with  
(a) Mouse only (b) Keyboard Only  
(c) Both Mouse and Keyboard (d) No need to use the mouse or keyboard
35. Which view in MS-Word can't display graphics?  
(a) Normal View (b) Page Layout View  
(c) Print Preview (d) None of these
36. Which menu should you access to create new footnotes?  
(a) Insert (b) Edit  
(c) View (d) Tools
37. Using Insert menu, you can insert various objects such as page numbers, footnotes, picture frames etc.  
(a) True (b) False
38. Using Tools menu, you can access various utilities of word such as spell check, macros and mail merge etc  
(a) True (b) False
39. Window menu allows you to work with two documents simultaneously  
(a) True (b) False
40. On an Excel sheet, the active cell is indicated by .....

(40 marks)

2. "An operating system is a program that acts as an intermediary between the user of a computer and the computer hardware". Discuss with examples.

(20 marks)

3. "The power point narrows the communication gap between the teacher and his / her students". Comment.

(20 marks)

4. Differentiate any four (04) of the following examples.

- i. A Conventional Library and the Internet
- ii. A Word Processor and a Type Writer
- iii. Search Engines and Subject Tree Directions
- iv. Normal View and Slide sorter view
- v. Hyperlinks and WWW
- vi. The internet and WWW

(20 marks)

5. Write short notes on any (03) of the following

- i. Linking an Excel Worksheet to a Word Document
- ii. Linking an Excel Worksheet to a power Point presentation
- iii. Converting a Power Point presentation into a Word document
- iv. Converting an access table to an Excel Spreadsheet

(20 marks)

6. "The Internet bridges time, distance and culture." Explain with examples.

(20 marks)