THE OPEN UNIVERSITY OF SRI LANKA

B.A IN ENGLISH AND ENGLISH LANGUAGE TEACHING -   LEVEL 6

FINAL EXAMINATION   -   July 2011

COMPUTERS & ELT   -   LSU 4104

DURATION   -   TWO HOURS (02 hours)

DATE: 03. 07. 2011   TIME: 1.30 pm. - 3.30 pm.

ANSWER ALL QUESTIONS IN PART (A) and THREE FROM PART (B).

1.   Use the paper provided to answer the questions.

PART A

1.   A program which helps to create written document and lets you go back and make corrections as necessary

(a)   Home row keys   (c)   Folder

(b)   Tool bar   (d)   Word processor

2.   What is the file extension of Ms-Word document?

(a)   Dot   (c)   Dom

(b)   Doc   (d)   Txt

3.   In H_2O, the figure 2 appears lowered. Which effect has been applied?

(a)   Superscript   (c)   Subscript

(b)   Lowered   (d)   Laid down

4.   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

5. The intersection of a row and column is called:

(a) data　　　　　　　　　(c) a cell

(b) a field　　　　　　　　(d) an equation

6. If you have a PowerPoint show 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　　　　　　　(c) Reply

(b) Attachment　　　　　　(d) Forward

7. The view that displays the slides on a presentation as miniature representations of the slides is called

(a) slide show　　　　　　　(c) notes page view

(b) slide sorter view　　　　(d) outline view

8. A/n .... Device is any device that provides information, which is sent to the CPU

(a) Input　　　　　　　　　(c) CPU

(b) Output　　　　　　　　(d) Memory

9. The central processing unit (CPU) consists of

(a) Input, output and processing

(b) Control unit, primary storage, and secondary storage

(c) Control unit, arithmetic-logic unit and primary storage

(d) Control unit, processing, and primary storage

10. Full form of MS-DOS is

(a) Micro System Disk Operating System

(b) Micro Simple Disk Operating System

(c) Micro Soft Disk Operating System

(d) Micro Sort Disk Operating System

11. The output quality of a printer is measured by

   (a) Dot per inch
   (b) Dot per sq. inch
   (c) Dots printed per unit time
   (d) All of the above

12. As compared to diskettes, the hard disks are

   (a) More expensive
   (b) More portable
   (c) Less rigid
   (d) Slowly accessed

13. Programs designed to perform specific tasks is known as

   (a) system software
   (b) application software
   (c) utility programs
   (d) operating system

14. 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

15. Software in computer

   (a) Enhances the capabilities of the hardware machine
   (b) Increases the speed of the central processing unit
   (c) Both of the above
   (d) None of the above

16. The best print quality can be achieved from

   (a) Line printer
   (b) Dot matrix printer
   (c) Ink-jet printer
   (d) Laser printer

17. What type of software is used for creating letters papers and other documents?

    (a) Database   (c) Spreadsheet

    (b) Word Processor   (d) Operating Program

18. Special effects used to introduce slides in a presentation are called

    (a) Effects   (c) Transitions

    (b) Custom animations   (d) Preset animations

19. Cell is defined as

    (a) The intersection of a column and a row   (c) A rectangular marker

    (b) An input box   (d) All of the above

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   (c) File, open

    (b) Insert, new slide   (d) File, new

21. The arrangement of elements such as Title and Subtitle text, pictures, tables etc. is called

    (a) Layout   (c) Design

    (b) Presentation   (d) Scheme

22. You can move up, down, left, and right in the worksheet via

    (a) Scroll Bars   (c) Tab Scrolling Buttons

    (b) Active Cell   (d) Status Bar

23. The cell surrounded by a border where you enter or edit data is

    (a) Active Cell   (c) Range of Cells

    (b) Single Cell   (d) Nonadjacent Cells

24. A single page in a workbook, divided into rows and columns is

    (a) Worksheet

    (b) WORKBOOK

25. A formula is an equation that performs a calculation on data in your worksheet.

(a) yes

(b) no

(c) cannot say

26. The Ctrl key (Control) can be used with the arrow keys to move the insertion point quickly in the document.

(a) yes

(b) no

(c) cannot say

27. *My Computer* is an application that comes with Windows XP and is used to view the contents of the hard disk drive and of the computer's removable storage devices.

(a) yes

(b) no

(c) cannot say

28. The *Recycle Bin* is a storage area on the computer's hard drive that stores deleted files until they are permanently deleted or recovered.

(a) yes

(b) no

(c) cannot say

29. Backup diskettes should be kept in a different location than that of the original copies to reduce the chance of both copies being destroyed.

(a) yes

(b) no

(c) cannot say

30. All formula in excel start with

    (a) %

    (b) +

    (c) =

    (d) −

31. 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

32. You cannot 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

33. 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

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. Using Insert menu, you can insert various objects such as page numbers, footnotes, picture frames etc.

    (a) True

    (b) False

36. Using Tools menu, you can access various utilities of work such as spell check, macros and mail merge etc.

(a) True

(b) False

37. Window menu allows you to work with two documents simultaneously.

(a) True

(b) False

38. "Zipping" a file means

(a) encrypting it

(b) decrypting it

(c) compressing it

(d) transmitting it

39. QWERTY is used with reference to

(a) Screen layout

(b) Mouse button layout

(c) Keyboard layout

(d) word processing software

40. On an Excel sheet, the active cell is indicated by ....

(40 marks)

PART B

2. (a) What is an Operating System?

(b) What is a Windows Application?

(20 marks)

3. Differentiate any **four (04)** of the following concepts.

    (i)   The Spreadsheet and the excel Formulas

    (ii)   Standard Toolbar and Formatting Toolbar

    (iii)   Folders and files

    (iv)   *Control Panel and* Adding/Removing Programs

    (v)   Slide show menu and drawing toolbar

    (vi)   Footnotes and Endnotes in MS Word

    (vii)   Excel Worksheets and work book

(20 marks)

4. What are the critical factors of using power point for ESL classroom activities?

(20 marks)

5. Explain the advantages of working in the MS windows environment.

(20 marks)

6. Write short notes on any **three (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)

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