

**THE OPEN UNIVERSITY OF SRI LANKA**

**B.A IN ENGLISH AND ENGLISH LANGUAGE TEACHING -**

**LEVEL 6**

**FINAL EXAMINATION**

**- October 2013**

**COMPUTERS & ELT**

**- LSU 4104**

**DURATION**

**- TWO HOURS (02 hours)**



**DATE: 28. 10. 2013**

**TIME: 1.30 pm. - 3.30 pm.**

**ANSWER ALL QUESTIONS IN PART (A) and PART (B), and TWO QUESTIONS FROM PART (C).**

**USE THE PAPER PROVIDED TO ANSWER THE QUESTIONS.**

**PART A (20 Marks)**

1. To have a crossed line running through text (eg: ~~crossed-out~~), what effect must be applied?
 

(a) Indent	(c) Strikethrough
(b) Subscript	(d) Superscript
  
2. If you want to calculate the Addition of some data entered on an Excel document, you must select the required data, and then select
 

(a) Conditional Formatting	(c) Auto Sum
(b) Sort & Filter	(d) Evaluate Formula

To send a Word document to a friend through email, you add the document as

- |                |            |
|----------------|------------|
| (a) Forward    | (c) Insert |
| (b) Attachment | (d) PDF    |

- 0002  
use
4. If you want to enter a chart based on the data of an Excel document, you need use function on the
- (a) Data tab
  - (b) Home tab
  - (c) Page layout tab
  - (d) Insert tab
5. On your email, if you need to attach a folder that has several files in it, you need to
- (a) Save the folder
  - (b) Zip the folder
  - (c) Copy all text to one document
  - (d) Attach the folder as it is
6. To choose a template for a PowerPoint presentation, you need to go to the
- (a) Insert tab
  - (b) Slideshow tab
  - (c) Design tab
  - (d) Animations tab
7. Using the Header and Footer menu on a Word doc, you can
- (a) Insert text
  - (b) Insert page numbers
  - (c) Insert a logo
  - (d) All of the above
8. When you select some text and hold down the "CTRL" and "V" keys simultaneously, you
- (a) Rotate the text
  - (b) Justify the text
  - (c) Paste the text
  - (d) Delete the text
9. To update the date and time on your desktop, you need to use the options in the
- (a) System folder
  - (b) Control Panel
  - (c) Device Manager
  - (d) Appearance folder
10. When you want to write "Trademark<sup>R</sup>", to raise the letter "R", you must use the effect
- (a) Raise
  - (b) Shadow
  - (c) Superscript
  - (d) Subscript

11. If you select parts of a text on a Word document, and click on the "CTRL" and "C" keys simultaneously, you will
- (a) Cite the text
  - (b) Cut the text
  - (c) Copy the text
  - (d) Cue the text
12. If you save a Word document as a Word 2010 file, you can open the document in a computer that has Microsoft 2003-2007 only installed. This statement is
- (a) True
  - (b) False
13. When a Word document has been saved as an "abcd.docx" file, that means it has been
- (a) Not saved properly
  - (b) Saved as an unknown file
  - (c) Saved as a Word 2003-2007 file
  - (d) Saved as a Word 2010 file
14. If your computer gets stuck and you are unable to shut it down by selecting the "Shut Down" option on the "Start" menu, the safest way to shut it down is
- (a) Switch off the CPU
  - (b) Select CTRL, ALT and DEL twice
  - (c) Unplug the Computer
  - (d) All of the above
15. For a 30-minute presentation, according to the 30-20-10 rule, there should be
- (a) 20 slides and 10-point font size
  - (b) 20 or 10 slides or font, depending on the text
  - (c) 10 slides and 20-point font size
  - (d) None of the above
16. To enter a Footnote in to a Word document, choose the
- (a) Insert Menu
  - (b) Review Menu
  - (c) Reference Menu
  - (d) View Menu

17. To enter a numbered list of items into a document, you must select the items and click the
- (a) Paragraph Menu (c) File Menu  
(b) Insert Menu (d) Styles Menu
18. To double space your document, you must use the
- (a) Font tab (c) Space tab  
(b) Paragraph tab (d) Styles tab
19. To change the colour of the text on your document, you must use the
- (a) Font tab (c) View tab  
(b) Paragraph tab (d) Page layout tab
20. To print the data you have entered on to an Excel document, you
- (a) Choose Print from the File Menu (c) Select the data and Set Print Area  
(b) CTRL + P (d) Select the data and choose Print

**PART B (40 marks)**

26. You are asked to write an article at work and it requires the following actions to be taken. Indicate, using a flow chart, the steps you will take to complete each requirement.

Eg, type the title "English" on a document: open MS Word → Type in the title.

- a) Make the title text size 14 and bold (03 marks)
- b) Ensure that the sentences all end at the end of the far-right margin, and is not in a staggered style like this:

The Faculty of Humanities and Social Sciences is the largest Faculty of the Open University of Sri Lanka catering to over 10,000 students in the following programmes ranging from Foundation level to Master's degree level under the four departments of the Faculty. The Faculty is made up of four Academic Departments including Language Studies, Legal Studies, Management Studies, Social Studies.

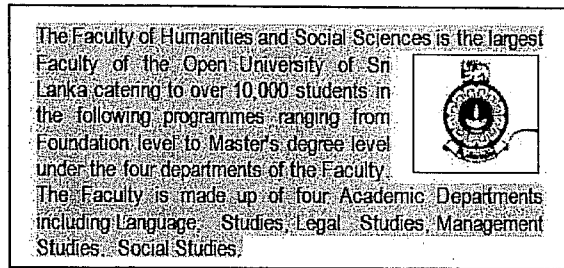
Style Required

The Faculty of Humanities and Social Sciences is the largest Faculty of the Open University of Sri Lanka catering to over 10,000 students in the following programmes ranging from Foundation level to Master's degree level under the four departments of the Faculty. The Faculty is made up of four Academic Departments including Language Studies, Legal Studies, Management Studies, Social Studies.

Existing document

(03 marks)

- c) Insert a footnote (04 marks)
- d) Insert a picture and ensure that the picture appears beside the text as follows:



(05 marks)

- e) Find a synonym for the word “Academic” from the feature given for this purpose in the MS Word application, and replace it with the new word.

(03 marks)

- f) Save the document so that it can be opened on computers that run both the Microsoft 2003 and 2010 systems.

(02 marks)

27.

You need to create a data file on MS Excel at work and the file requires the following actions to be taken. Indicate, using a flow chart, the steps you will take to complete each requirement.

	A	B	C	D	E	F
1	Name	Assg 1	Assg 2	Assg 3	Average	
2	Bennet	45	62	73		
3	Perera	80	70	84		
4	Mufliya	78	54	65		
5	Seneviratne	34	40	42		
6	Dissanayake	60	66	62		
7	Mahendran	70	65	62		
8	TOTAL					
9						

- a) Find the totals of Columns B, C and D and enter the totals in the respective column in Row 8.

(04 marks)

- b) Find the Average of each Row and enter the averages in to the respective Row in Column E.

(04 marks)

- c) Create a Bar chart based on the results entered in Column E.

(05 marks)

- d) Order the table from the highest average to the lowest average.

(05 marks)

- e) Print the document.

(02 marks)

**Part C (40 marks)**

28. You are asked to create a PowerPoint slideshow presentation for a conference. The content has been given to you and it requires the following actions to be taken. Indicate, using a flow chart, the steps you will take to complete each requirement.

- (a) Change the background of the presentation slides to a design with a red background.

(03 marks)

- (b) Change all the titles of the slides into 40-sized font.

(02 marks)

- (c) Insert a picture from ClipArt in to the title slide.

(02 marks)

- (d) The time allocated for the conference paper is 30 minutes. How many slides should you prepare ideally?

(01 mark)

- (e) Give reasons for your answer above.

**(03 marks)**

- (f) Change the title to enter the screen, from the left side of the screen, in a flying motion.

**(03 marks)**

- (g) Ensure the title leaves the screen, from the bottom of the screen, while the text spins around.

**(03 marks)**

- (h) Change the "Questions?" text in the final slide to flash several times.

**(03 marks)**

29. At a staff meeting, several members expressed the need to use MS Excel to enter and calculate all marks-related work. However, some staff members opposed the idea. Write a short article, to be circulated among all staff, arguing for the advantage of using MS Excel for marks-related work.

**(20 marks)**

**OR**

30. "Creating a computerized system at work places appears to decrease efficiency in some instances, compared to the old manual systems." Do you agree or disagree? Argue for or against this statement.

**(20 marks)**