THE OPEN UNIVERSITY OF SRI LANKA

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

FINAL EXAMINATION   -   **October 2014**

COMPUTERS & ELT   -   **LSU 4104**

DURATION   -   **TWO HOURS (02 hours)**

DATE: 27. 10. 2014   TIME: 1.30 pm. -   3.30pm.

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 (25 Marks)

1.   If you want to send your Word document to a friend through e-mail, you add the document as

(a)   Reply All   (c)   Inclusion

(b)   Document   (d)   Attachment

2.   If you want to calculate the Average of data you have entered on an Excel document, you must select the required data and then select

(a)   Format   (c)   AutoSum

(b)   Sort & Filter   (d)   Evaluate

3.   To have a crossed line running through text (example: ~~crossed line~~), what effect must be applied?

(a)   Subscript   (c)   Strikethrough

(b)   Emboss   (d)   Line

4.   To check the software system running on your computer, you can find it in the

(a)   Device Manager folder   (c)   System folder

(b)   Programs folder   (d)   My Computer folder

5. To insert a template onto your PowerPoint slides, you need to access the
   - (a) Insert tab
   - (b) Design tab
   - (c) View tab
   - (d) Template tab

6. To change the desktop background, you can right-click on the desktop and choose the 'Personalize' option
   - (a) True
   - (b) False

7. A program that lets you enter numerical data, calculate the data with mathematical formulae and create charts is:
   - (a) A Table in a Microsoft Office Word
   - (b) Microsoft Excel
   - (c) Word document
   - (d) Microsoft Tables

8. The 30-20-10 rule applies to
   - (a) Word documents
   - (b) Excel documents
   - (c) PowerPoint presentations
   - (d) Any documents

9. To enter a page number on your document, you must use the
   - (a) Header and Footer tab
   - (b) Home menu
   - (c) Insert Menu
   - (d) Pages Menu

10. The CPU stands for the
    - (a) Central Primary Unit
    - (b) Control Processing Unit
    - (c) Control Primary Unit
    - (d) Central Processing Unit

11. "Zipping" a file results in it being
    - (a) deleted
    - (b) transmitted
    - (c) compressed
    - (d) attached

12. Using the References tab on a Word document, you can
    - (a) Insert footnotes
    - (b) Insert page numbers
    - (c) Insert a picture
    - (d) All of the above

13. When you select some text and press the 'Control' and 'C' keys simultaneously, you
    (a) Cut the text   (c) Copy the text
    (b) Control the text   (d) Delete the text

14. When you want to write the word O_2, to lower the figure '2', you must use the following effect
    (a) Lowered   (c) Subscript
    (b) Superscript   (d) Shadow

15. If your computer gets stuck and you are unable to shut it down, the safest and best way to shut it down is
    (a) Unplug the computer   (c) Press CTRL, ALT and DEL twice
    (b) Switch off the CPU   (d) All of the above

16. If a Word document has the extension ".docx ", this means the document is
    (a) not saved properly   (c) saved as an unknown file
    (b) is saved as a Word 2003-2007 file (d) saved as a Word 2010 file

17. If you save a Word document as Word 2010 file, you can open the document in a computer that has Microsoft 2003-2007 only installed.
    (a) True   (b) false

18. The advantage of using Microsoft Office Excel is
    (a) Create charts from entered data
    (b) Calculations can be done automatically
    (c) Tables of data can be created
    (d) All of the above

19. To enter a Comment into a Word document, choose the
    (a) Reference menu   (c) View menu
    (b) Review menu   (d) Insert menu

20. If you select specific parts of a text on a Word document, and click on the 'Control' and 'B' keys simultaneously, you will

    (a) Break the text into paragraphs   (c) Emboss the text

    (b) Underline the text   (d) Bold the text

21. To leave double line spacing on your document, you must use the

    (a) Insert tab   (c) Paragraph tab

    (b) Line menu   (d) Space tab

22. To highlight a paragraph of text on your document you must use the

    (a) Font tab   (c) Paragraph tab

    (b) Review menu   (d) Page Layout menu

23. To enter a chart based on the data of an Excel document, you need to use the function on the

    (a) Home menu   (c) Data tab

    (b) Insert menu   (d) Page tab

24. Using the Header and Footer menu on a Word doc, you can

    (a) Insert page numbers   (c) Insert a text

    (b) Insert a logo   (d) Any of the above

25. To update the date and time on your desktop, you need to use the options in the

    (a) Control Panel   (c) Appearance folder

    (b) System folder   (d) Device Manager

Part B (60 marks)

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

Eg> type the title "English Language in Crisis" on a document:

open Microsoft office → Open Microsoft Word document → Type in the title.

    (a)   The title should be made into Arial 14 bold font

(03 marks)

    (b)   Ensure that all sentences end at the right margin of the document and not in a staggered style like this:

Albert Chinualumogu Achebe was born on November 16, 1930, in Ogidi, a large village in Nigeria. Although he was the child of a Protestant missionary and received his early education in English, his upbringing was multicultural, as the inhabitants of Ogidi still lived according to many aspects of traditional Igbo (formerly written as Ibo) culture. Achebe attended the Government College in Umuahia from 1944 to 1947. He graduated from University College, Ibadan, in 1953. While he was in college, Achebe studied history and theology. He also developed his interest in indigenous Nigerian cultures, and he rejected his Christian name, Albert, for his indigenous one, Chinua.

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Existing document   ⟶   Style required

(03 marks)

    (c)   Insert a header that contains a student registration number on the top right-hand corner of the document. **(02 marks)**

    (d)   Insert a picture and ensure that the text continues around the picture as follows:

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(05 marks)

(e)   Find a synonym for the word 'attend' from the feature given for this purpose in the Microsoft Word application, and replace it with the new word.

(04 marks)

(f)   Save the document as "Assignment 1".   **(03 marks)**

27.   You are asked to create a data file on Microsoft Excel at work and the file requires the following actions to be taken. Please give a flow chart indicating the steps you will take to complete each requirement.

Eg: Open a new Excel document: open Microsoft office → Open Microsoft Excel document

The data you have entered into an Excel document is as follows:

	A	B	C	D	E
1	Name	CA 1	CA 2	CA 3	
2	D. Perera	56	60	42	
3	U. Fernando	68	70	81	
4	M. Riaz	65	70	52	
5	D. Chandrasena	40	32	15	
6	L. Mohan	56	80	70	
7					

(a)   Find the totals of each Column and enter the total into Row 7.

(05 marks)

(b)   Find the Average of each Row and enter the averages into Column E.

(05 marks)

(c)   Create a Pie Chart based on the results entered in Column E and insert the chart into the Excel document.   **(08 marks)**

(d)   Save the document as "Final Table".   **(02 marks)**

28. You are asked to create a PowerPoint slide show presentation for a seminar. The content has been given to you and it requires the following actions to be taken. Please give a flow chart indicating the steps you will take to complete each requirement.

Eg: type the title "English Language in Crisis" on the title slide: Open Microsoft PowerPoint presentation → Insert a title box → Type in Title

(a) Change the background of the presentation slides to the Metro template.

(03 marks)

(b) All the titles of the slides should be changed to bold, 24-sized, yellow-coloured font

(03 marks)

(c) Insert a picture from clipart on to the top right-hand corner of the title slide.

(02 marks)

(d) If you are using the 10-20-30 rule, ideally, how long should the presentation run for, how many slides should there be and how big should the font size be?

(05 marks)

(e) The titles on each slide should enter the screen from the top side.

(02 marks)

(f) The "Questions?" phrase in the final slide should spin around for a few seconds.

(03 marks)

(g) Save the slideshow as "Final Presentation"   **(02 marks)**

Part C (15 marks)

29. The Microsoft Office Word application has made life easier –both at work and at home. Discuss.

(**15 marks**)

OR

30. Microsoft Excel and PowerPoint have become a core part of a workplace. Discuss why this change has happened, citing at least 2 features from each application to substantiate your position.

(**15 marks**)