THE OPEN UNIVERSITY OF SRI LANKA

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

FINAL EXAMINATION   -   **October 2015**

COMPUTERS & ELT   -   **LSU 4104**

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

DATE:	**17. 10. 2015**	**TIME:**	**1.30 pm. -**	**3.30pm.**

ANSWER ALL QUESTIONS IN PART (A) and PART (B), and ONE QUESTION FROM PART (C).

USE THE PAPER PROVIDED TO ANSWER THE QUESTIONS.

PART A(25 Marks)

1. To change the desktop background, you can right-click on the desktop and choose the 'Personalize' option

    (a)   True   (b)   False

2. A program that lets you enter numerical data, calculate the data with mathematical formulae, and create charts is:

    (a)   MS Excel   (c)   MS Word Tables

    (b)   MS Word Charts   (d)   MS Powerpoint

3. To find the software system running on your computer, you can check the

    (a)   My Computer folder   (c)   System folder

    (b)   My Documents folder   (d)   Device Manager folder

4. To email a PDF document, you add the document as

    (a)   Attachment   (c)   Inclusion

    (b)   Document   (d)   Folder

5. The CPU stands for the

   (a) Central Processing Unit   (c) Control Primary Unit

   (b) Central Primary Unit   (d) Control Processing Unit

6. When you select a portion of text and press the 'Ctrl' and 'C' keys simultaneously, you

   (a) Control the text   (c) Copy the text

   (b) Select the text   (d) Cut the text

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

   (a) Cross   (c) Line

   (b) Emboss   (d) Strikethrough

8. To enter a page number on an MS Word document, you must use the

   (a) Home menu   (c) Insert Menu

   (b) Page menu   (d) Footer Menu

9. "Zipping" a file results in it being

   (a) Transmitted   (c) Emailed

   (b) Compressed   (d) Attached

10. The 30-20-10 rule applies to

    (a) Word documents   (c) PowerPoint presentations

    (b) Excel documents   (d) Any documents

11. If your computer freezes (that is, gets "stuck") and you are unable to shut it down, the safest and best way to shut it down is

    (a) Switch off the CPU   (c) Press Ctrl, Alt and Delete twice

    (b) Unplug the computer   (d) All of the above

12. To insert a template onto a PowerPoint slide, you will click on the

    (a) Insert tab   (c) Template tab

    (b) Home tab   (d) Review tab

13. Using the References tab on MS Word, you can

    (a) Insert references   (c) Insert footnotes

    (b) Insert endnotes   (d) All of the above

14. To enter a comment into a Word document, choose the

    (a) Home menu   (c) Review menu

    (b) Insert menu   (d) References menu

15. If you save an MS Word document as a Word 2010 file, you can open the document in a computer that has Microsoft 2003-2007 only installed.

    (a) True   (b) False

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

    (a) Insert menu   (c) Font tab

    (b) Clipboard tab   (d) Review menu

17. If a Word document has the extension ".docx ", this means the document is

    (a) one that cannot be found   (c) saved as a Word 2010 file

    (b) is saved as a Word 2003-2007 file   (d) saved as an unknown file

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

    (a) Sort & Filter   (c) Evaluate

    (b) Autosum   (d) Review

19. When you want to write "3rd", to raise the "rd" letters, you must use the following effect

    (a) Superscript   (c) Subscript

    (b) Raisescript   (d) Strikethrough

20. The advantage of using MS Excel is

    (a) Calculations can be done using given function

    (b) Tables of data can be created

    (c) Charts can be created from entered data

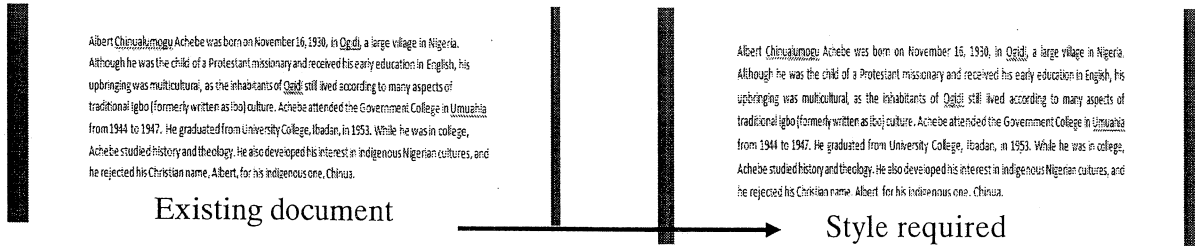   (d) All of the above

21. The function to create a chart based on the data of an MS Excel document is on the

    (a)   Insert menu   (c)   Illustrations tab

    (b)   Data menu   (d)   Home menu

22. If you select a part of a text on an MS Word document, and click on the 'Ctrl' and 'B' keys simultaneously, you will

    (a)   Bold the text   (c)   Underline the text

    (b)   Break the text into paragraphs   (d)   Emboss the text

23. To leave double line spacing on an MS Word document, you must use the

    (a)   Font tab   (c)   Insert menu

    (b)   Page Layout menu   (d)   Paragraph tab

24. To enter the bibliography of sources on an MS Word document, you need to enter the sources through the

    (a)   Review menu   (c)   References menu

    (b)   Insert menu   (d)   Home menu

25. Using the Header and Footer menu on an MS Word document, you can

    (a)   Insert a title   (c)   Insert page numbers

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

Part B (60 marks)

26. You are asked to produce a report that 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 primary title should be made into Arial 14 bold font and subtitles should be made into Arial 12 and underlined.

(03 marks)

(b) All paragraphs in the documents should 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.

Existing document

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.

Style required

(03 marks)

(c) Insert a footer in which the right side has "2014/2015" and the left side carries the page number.

(04 marks)

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

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.

(03 marks)

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

(04 marks)

(f) Save the document as "Report 2015". **(03 marks)**

27. You are asked to create a data file on Microsoft Excel 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 a new Microsoft Excel document.

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

	A	B	C
1	**Name**	**CA 1**	**CA 2**
2	U. Samaraweera	56	78
3	H. Mangala	89	78
4	R. de Silva	45	50
5	D. Tambiah	32	70
6	L. Perera	46	65

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

(03 marks)

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

(03 marks)

(c) Re-order the table with the Average column reflecting the Average in Ascending order, using the tool given for this function in MS-Excel

(04 marks)

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

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

28. You are asked to create a PowerPoint slide show presentation for a meeting. 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 "Civic" template.

(03 marks)

(b)   The main title on the title slide should be changed to bold, 24-sized and be in Purple colour.

(03 marks)

(c)   Insert a picture from the sample pictures in your computer to the 3rd 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)   Animate the titles on each slide so that they enter the screen from the left side of the screen.

(02 marks)

(f)   The last slide should say "Thank you", and it should flash several times at the end.

(03 marks)

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

Part C (15 marks)

29.   MS software such as MS Word and Excel makes the work place a more efficient place in which to work. Discuss this statement, citing at least 2 features from each application to support your position.   **(15 marks)**

OR

30.   Open source software is increasingly being used in the place of MS applications, but is problematic due to the lack of support one can depend on in the event of crashes, especially in a professional environment. Do you agree? Discuss your position, citing at least 2 examples to support your position.   **(15 marks)**