The Open University of Sri Lanka
Faculty of Engineering Technology
Department of Textile and Apparel Technology

Study Programme	: Bachelor of Industrial Studies Honours
Name of the Examination	: Final Examination
Course Code and Title	**:TAK3237 Introduction to Computer Applications**
Academic Year	: 2021/22
Date	: 06th February 2023
Time	: 0930-1230hrs
Duration	: **3 hours**

General Instructions

1. Read all instructions carefully before answering the questions.
2. This is a Closed Book Test (CBT).
3. Write down your Index Number in all the pages of answer scripts.
4. This paper consists of two sections in 06 pages. Part A consists of ten (10) M.C.Q questions. This section is compulsory and the maximum marks attainable for Part A is 20.
5. Part B consists of Six (06) questions. Answer only five (05) questions. Each question carries 16 marks . Maximum marks attainable for Part B is 80.
6. Answers for each question should commence from a new page. If a question has many parts, all the parts should be answered in the chronological order under the same question.
7. Write down the answered question numbers in the cover page of the answer book.
8. Answers should be in clear handwriting.
9. Do not use red-colored pens to write the answers.

Part (A) - Choose the most suitable answer out of the following.

(Q1). Which of the following is not a characteristic of a computer?

a) Speed
b) Storage
c) Power of remembering
d) Emotions

(Q2). Which of the following show the correct relationship between the measuring units of memory?

a) 1024 Megabytes = 8 bits
b) 1024 Megabytes = 1 Kilobyte
c) 1024 Megabytes = 1 Terabyte
d) 1024 Megabytes = 1 Gigabyte

(Q3). Which of the following is not an output device?

a) Plotter
b) Barcode Reader
c) Headphones
d) Inkjet Printer

(Q4). Which of the following is an interface in between a typical PC and a peripheral device?

a) Case Fan
b) Floppy Disk Drive
c) VGA Port
d) Power Supply

(Q5). Under preventive maintenance, which of the following procedures is best recommended to be performed on a daily basis?

a) Opening and dusting the casing
b) Testing the backup battery
c) Running a virus scan of the memory and hard disk
d) Cleaning the pickup lens of the CD ROM

(Q6). Which of the following affects the performance of a Microprocessor. Choose all that applies.

A - Clock Speed
B – Bus Speed
C – Number of Cores

a) Only A
b) Only A & B
c) Only B & C
d) A, B & C

(Q7). Which of the following is not a method of internet connectivity?

a) Dial-up Connections
b) Landlines
c) Powerlines
d) Satellites

(Q8). Which of the following are examples of Boot Sector Viruses? Choose all that applies.

A – Confiker
B – Polyboot.B
C – AntiEXE

a) Only A
b) Only A & B
c) Only B & C
d) A, B & C

(Q9). Which of the following are Open Source Softwares. Choose all that apply.

A – Open Office
B – Linux
C – Windows OS

a) Only A
b) Only A & B
c) Only B & C
d) A, B & C

(Q10). Which of the following is a characteristic of Post Office Protocol (POP3) Server?

a) Server Intensive
b) Multiple Client Support
c) Local Storage
d) Public and Group Folders on a server

Part (B)

(Q10).

(a) Briefly state in your own words what each of the following internet buzz words mean.

i. Browser
ii. Client
iii. Domain

(03 marks)

(b) Explain in your words what you understand as "Copyrights Infringement" and explain the importance of complying with the Intellectual Property Act No. 36 of 2003 in Sri Lanka?

(03 marks)

(c) Briefly describe four (04) steps you can take to ensure that you have permission to use copyrighted information and avoid copyright infringement.

(04 marks)

(d)Briefly explain the importance of information security and privacy and the potential consequences of neglecting it.

(06 marks)

(Q11).

(a) What are the four main types of formatting options available in Microsoft Word?

(04 marks)

(b) Describe the steps and commands to perform the following operations in Microsoft Word:

i. Create and modify tables in a document.
ii. Open an existing document.

iii. Change the alignment of selected text.

(06 marks)

(c) Explain the difference between "Save" and "Save As" in Microsoft Word.

(02 marks)

(d) Explain the process of creating and formatting a table in Microsoft Word, including the use of at least two different table formatting options.

(04 marks)

(Q12).

(a) Describe the steps and commands to perform the following formatting operations in Microsoft Excel:

i. Cell formatting: change the background color of a range of cells.
ii. Number formatting: apply currency formatting to a range of cells.
iii. Font formatting: change the font size and style of a range of cells.
iv. Conditional formatting: highlight cells that meet a certain condition.

(08 marks)

(b) Name four (04) basic Excel functions that can be used to manipulate data in a worksheet.

(02 marks)

(c) Explain the process of creating a chart in Excel and describe at least two chart types that can be created.

(06 marks)

(Q13).

(a) Name four types of "Slide Layouts" available in Microsoft PowerPoint.

(04 marks)

(b) Describe the steps and commands to perform the following operations in Microsoft PowerPoint:

i. Apply a slide design to a slide.
ii. Change the layout of a slide.
iii. Insert an image into a slide.
iv. Add an animation to a slide element (08 marks)

(c) Explain the difference between the "Slide Design" and "Slide Layout" in Microsoft PowerPoint

(04 marks)

(Q14).

(a) Briefly explain in your own words, what is the "Preventive Maintenance" of a computer.

(02 marks)

(b) Briefly describe the steps and commands to perform the following operations on a computer:

i. Run a virus scan.
ii. Recover lost clusters.
iii. Defragment a hard drive.
iv. Clean up a disk.

(08 Marks)

(c) Explain the difference between defragmenting a hard drive and cleaning up a disk

(06 marks)

(Q15).

(a) Briefly state what a web browser is and its purpose.

(02 marks)

(b) Name four (04) web browsers that you know.

(04 marks)

(c) Briefly explain four (04) steps that you can take to search more efficiently using the Google search engine, using examples when possible.

(08 marks)

(d) How would you set up a proxy in a web browser?

(02 marks)

- The End -