0268

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	: 2022/23
Date	: 06th February 2024
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 05 pages (*excluding the Annexure*). Part A consists of ten (10) M.C.Qs which are compulsory and the maximum marks attainable for Part A is 20. Please attach the M.C.Q. answer sheet (on page 7) to the answer book.
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 considered a primary storage device in a computer system?

a) Hard Disk Drive (HDD)
b) Random Access Memory (RAM)
c) Central Processing Unit (CPU)
d) USB Flash Drive

(Q2). What is a function of an operating system?

a) Run application software
b) Develop software applications
c) Create user interfaces
d) Manage hardware resources

(Q3). In Windows, what is the maximum character limit for a file name, including the extension, in a standard file system?

a) 128 characters
b) 256 characters
c) 64 characters
d) 512 characters

(Q4). In Microsoft Word, what does the term "Mail Merge" refer to?

a) Combining a document with a data source to create personalized documents
b) Sending emails directly from Word
c) Merging two or more Word documents into one
d) Collaborative editing of a document in real-time

(Q5). In PowerPoint, what is the purpose of the "Transitions" feature?

a) To change the color scheme of the slides
b) To insert hyperlinks in the presentation
c) To apply animation effects between slides
d) To spell-check the entire presentation

(Q6). What is the primary purpose of a disk encryption utility?

a) Prevent unauthorized access to data
b) Recover lost data
c) Optimize disk space
d) Manage system updates

(Q7). What is the function of a web browser in the context of the Internet?

a) Encrypting internet connections
b) Transferring files between computers
c) Navigating and displaying web pages
d) Managing email accounts

(Q8). What does the term "URL" stand for in the context of the Internet?

a) Universal Resource Locator
b) Unique Resource Locator
c) Unified Resource Locator
d) Uniform Resource Locator

(Q9). What does the term "phishing" refer to in the context of information security?

a) A method of encrypting data for secure transmission
b) A technique used by hackers to gain unauthorized access to a system
c) Sending fraudulent emails to deceive individuals into revealing sensitive information
d) The process of securely backing up data

(Q10). What is a key characteristic of open-source software?

a) Closed development process
b) Proprietary licensing
c) Accessibility of source code
d) Paid subscription model

Part (B)

(Q11)

(a) Compare the following operating system types "single-user single-task", "single-user multi-task" and "multi-user multi-task" and give one example for each.

(06 marks)

(b) Briefly explain the three (03) views in MS PowerPoint and state when those views were used. (03 marks)

(c) Describe the relationship between the Internet and the World Wide Web(WWW). (03 marks)

(d) 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. (04 marks)

(Q12)

(a) Briefly explain four (04) of a computer's special characteristics. (04 marks)

(b) Imagine you have been asked to deliver a presentation to a customer on one of your textile products. Illustrate using four important slides you will be using. Define the steps and slide types that you will be following when creating each of the four slides.

(06 marks)

(c) List four (4) Operating System management tasks. (02 marks)

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

(Q13)

(a) Prepare a Preventive Maintenance (PM) schedule for PCs at a software Research and Development (R&D) Company. (06 marks)

(b) List four (04) window utility software and briefly describe their usage. (04 marks)

(c) Calculate and show how many bits are in a 25 Megabyte (MB) file. (02 marks)

(d) Explain the process of creating a chart in MS Excel to find the trends over time in a given data. (04 marks)

(Q14)

(a) Describe the steps of the formatting operations for each area marked by dotted lines given in the MS Word document in the Annexure. (06 marks)

(c) Write the MSDOS commands to execute the following operations,

(i) Display all files starting with the file name "CA".
(ii) Display file starting with any character and ending with "Pa" and having file extension starting with "E".
(iii) Write a single DOS command to change the directory to "workfile" directory residing in the "myfile" directory on the MSDOS root directory. (03 marks)

(d) Briefly explain how to send mass mailing (letters, labels, or envelopes) with a single document template using Microsoft Word. (*Hint: mail merge with structured mailing information.*) (04 marks)

(e) List one (01) example for each of the open source and commercial software for the following software types.

(i) Office Suit.
(ii) Operating Systems.
(iii) Photo Editor. (03 marks)

(Q15)

(a) Briefly explain why humans are different from computers. (04 marks)

(b) Briefly explain the following paste special option in MS Excel by giving an example.

(i) Formulas.
(ii) Values.
(iii) Formats.
(iv) Comments.

(04 marks)

(c) Draw the File system hierarchy and briefly explain how you save and organize your course-related files and materials on your computer using appropriate examples.

(04 marks)

(d) Compare the open source software and proprietary software. (04 marks)

(Q16)

(a) Name four (04) factors affecting the performance of a computer. (02 marks)

(b) Draw and briefly describe the areas on the Windows desktop screen.

(04 marks)

(c) Write appropriate formulas to execute the following operation on MS Excel application software.

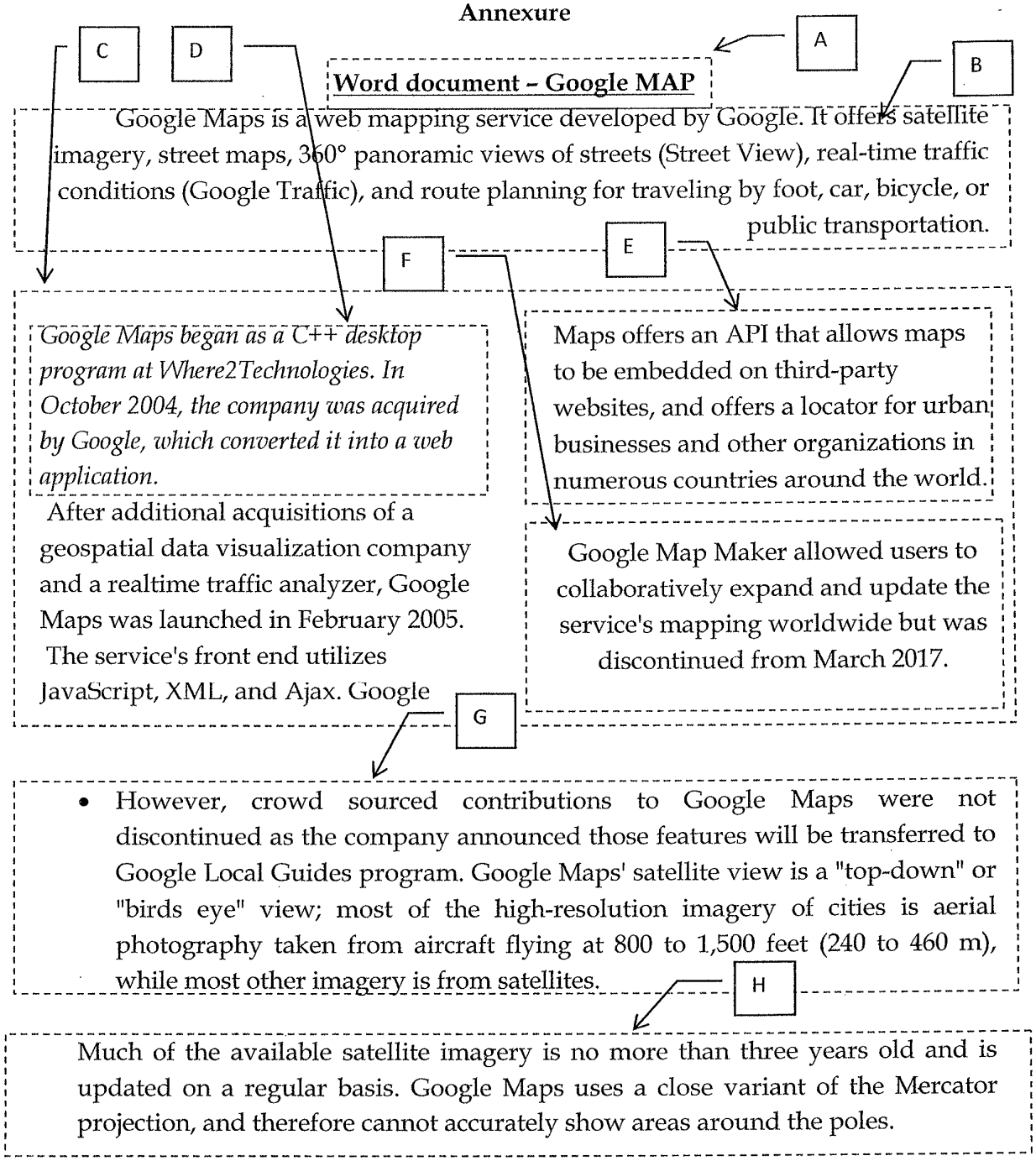
i) Write a formula to calculate the average of the values in column 5 starting from row 3 up to row 20.
ii) Write formulate to set the cell value if the column 3, row 10 value is "greater than or equal 15" and "less than 50" then "PASS" else "FAIL.
iii) Explain what is #DIV/0 function error stands for.

(04 marks)

(d) Briefly explain the importance of information security and privacy and the potential consequences of neglecting it. (06 marks)

- The End -

Annexure



Extracted from TAK3237 : Introduction to Computer Applications – unit 4 course material

M.C.Qs Answer Sheet

Course Code :... ... ...

Course Title :... ... ...

Index No:... ... ... *Academic Year :... ... ...*

Mark the correct answer (✓) to answer the M.C.Q. questions.

Question No	*a*	*b*	*c*	*d*
Q1				
Q2				
Q3				
Q4				
Q5				
Q6				
Q7				
Q8				
Q9				
Q10				