



UNIVERSITY OF COLOMBO, SRI LANKA

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (EXTERNAL)

Academic Year 2019 – 1st Year Examination – Semester 1

EN1301 – Personal Computing
Multiple Choice Question Paper

23rd June, 2019
(ONE HOUR)

Important Instructions:

- The duration of the paper is 1 **(One) hour**.
- The medium of instruction and questions is English.
- The paper has **25 questions** and **09 pages**.
- All questions are of the **MCQ** (Multiple Choice Questions) type.
- All questions should be answered.
- Each question will have 5 (five) choices with **one or more** correct answers.
- All questions will carry **equal** marks.
- There will be a penalty for incorrect responses to discourage guessing.
- The mark given for a question will vary from 0 (*All the incorrect choices are marked & no correct choices are marked*) to +1 (*All the correct choices are marked & no incorrect choices are marked*).
- Answers should be marked on the special answer sheet provided.
- Note that questions appear on both sides of the paper.
If a page is not printed, please inform the supervisor immediately.
- Mark the correct choices on the question paper first and then transfer them to the given answer sheet which will be machine marked. **Please completely read and follow the instructions given on the other side of the answer sheet before you shade your correct choices.**
- Calculators are **not** allowed.
- *All Rights Reserved.*

1) Which of the following is/are considered as System Software?

- | | | |
|------------|----------------------|----------|
| (a) LINUX | (b) Microsoft Office | (c) GIMP |
| (d) MAC OS | (e) Open Office.org | |

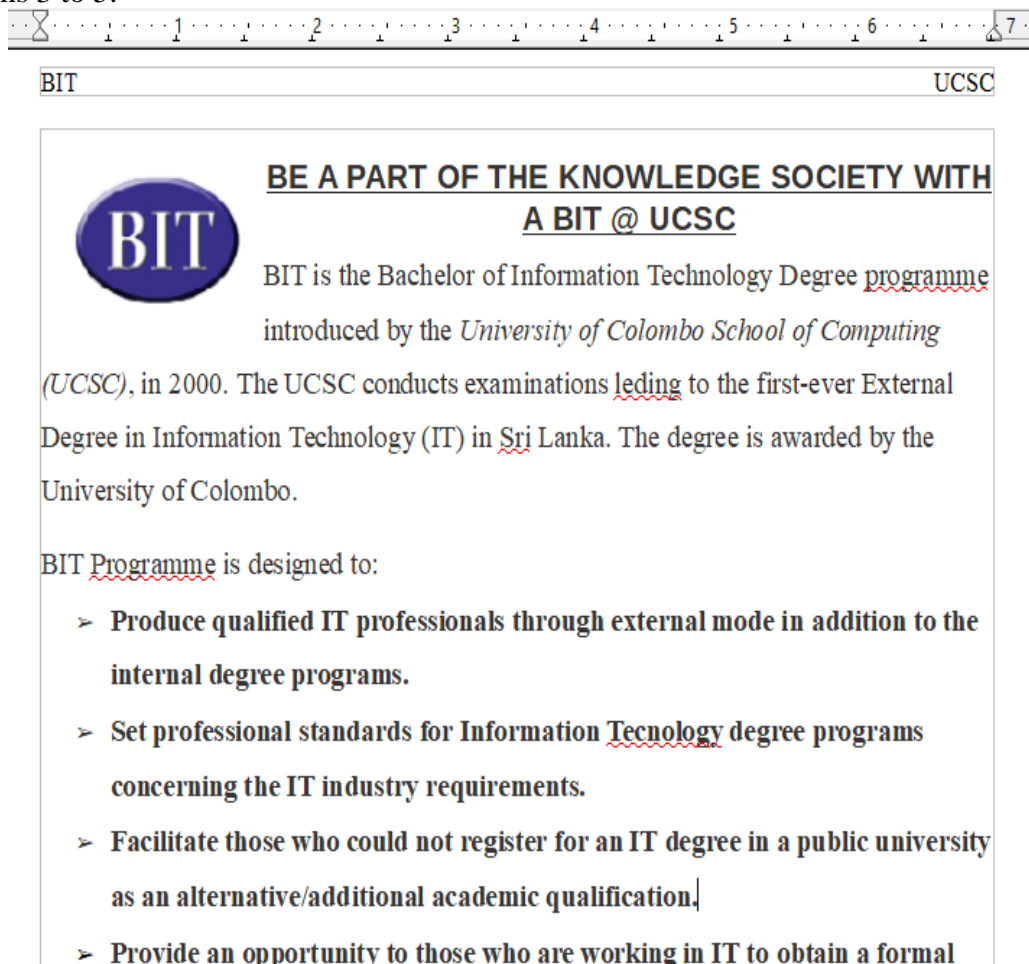
2) Consider the following word processing applications.

- I. LibreOffice Writer.
- II. Google Doc.
- III. Microsoft Word.

Which of the above can be categorized as free and open source?

- | | | |
|------------------------|--------------------------|-----------------|
| (a) (I) Only. | (b) (II) Only. | (c) (III) Only. |
| (d) (I) and (II) Only. | (e) (II) and (III) Only. | |


Consider the following document segment created using OpenOffice Writer to answer questions 3 to 5.



3) Which of the following character/paragraph formatting options is /are used to format the above document?

- | | | |
|-------------------------|---------------|----------|
| (a) Drop cap | (b) Bullets | (c) Bold |
| (d) Justified alignment | (e) Numbering | |

4) Which of the following statements is/are correct regarding the above document?

- (a) A footer is applied to the document.
- (b) “Wrap Through” formatting option is used to place the  image within the text.
- (c) The title of the document “BE A PART OF THE KNOWLEDGE SOCIETY WITH A BIT @ UCSC” is in Sentence case.
- (d) Spelling and Grammar check option is not carried out to correct the spelling mistakes in the document.
- (e) Columns can be seen in this document.

5) Suppose that when you take the cursor on top of the sentence “University of Colombo School of Computing (UCSC)” a message pops up saying that “click to open <https://ucsc.cmb.ac.lk/>”.

Which of the following options in OpenOffice Writer is used to achieve this behaviour?

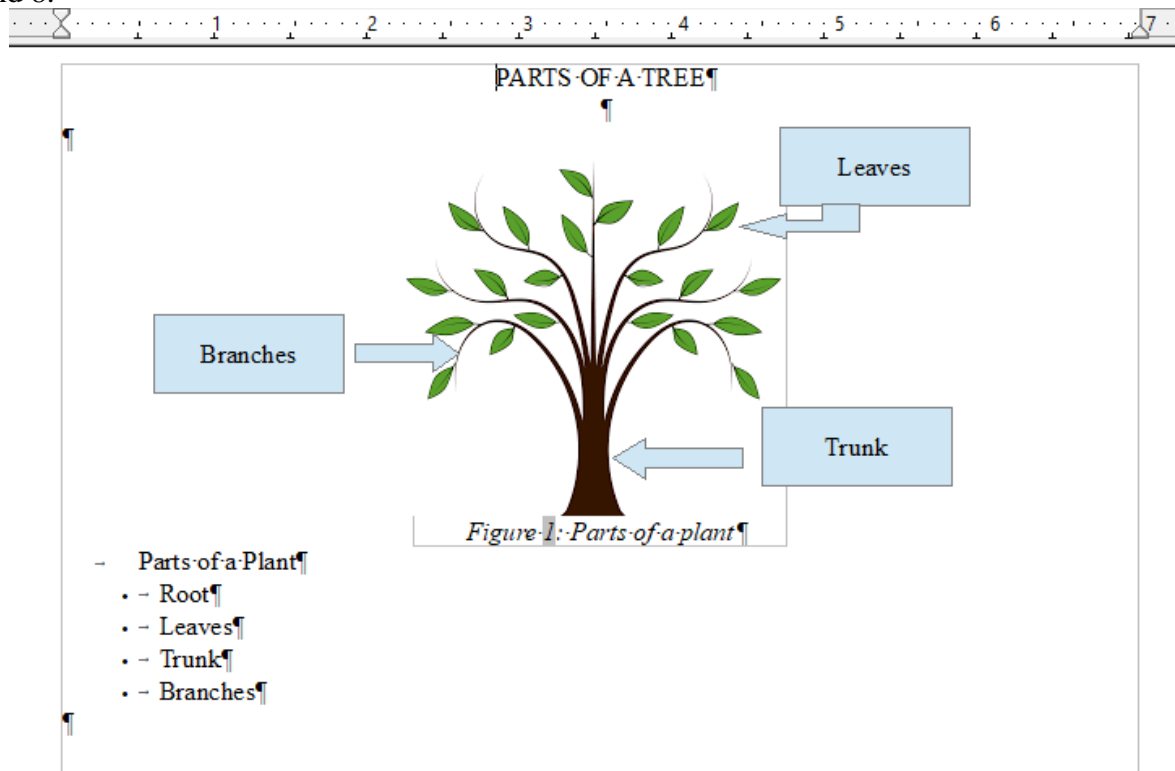
- | | | |
|---------------------|---------------|---------------------|
| (a) Cross-Reference | (b) Comment | (c) Formatting Mark |
| (d) BookMark | (e) Hyperlink | |

6) Consider the following statements.

- I. ‘Convert’ option in ‘Table’ menu lets one to convert data in a table into plain text.
- II. Any task which is to be done repeatedly, can be automated by using ‘Macro’ function.
- III. ‘Group’ option can be used to personalize a birthday invitation card for 250 invitees.

- | | | |
|--------------------------|-------------------------|------------------------|
| (a) (I) Only. | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) (I) and (III) Only. | |

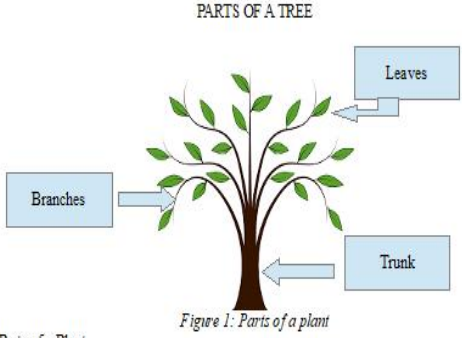
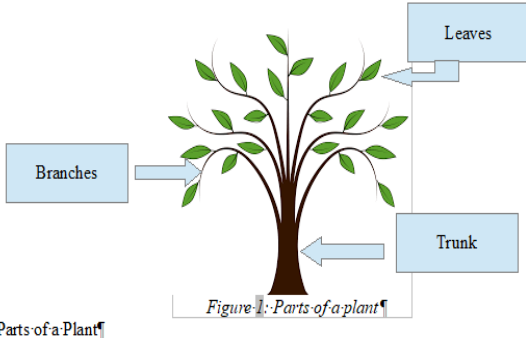
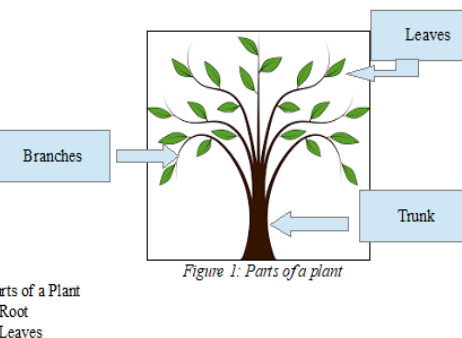
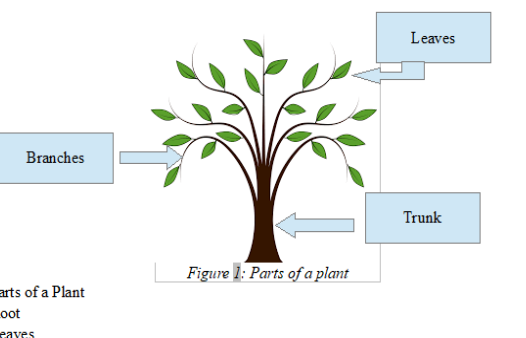
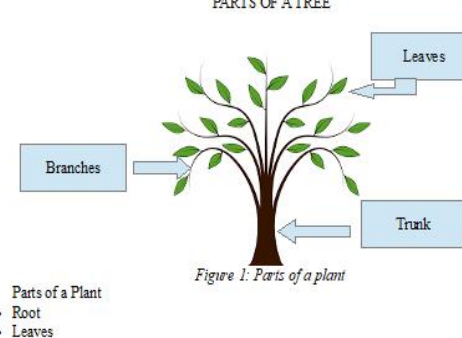
Consider the following document segment created in OpenOffice Writer to answer questions 7 and 8.



7) Which of the following options is/are used to create the above document?

- | | | |
|-----------------------|-------------|--------------|
| (a) Special Character | (b) Bullets | (c) FontWork |
| (d) Draw functions | (e) Caption | |

8) Which of the following screen shots will be generated in the 'print preview'?

| | |
|--|---|
| <p>(a)</p>  <p>Parts of a Plant</p> <ul style="list-style-type: none"> • Root • Leaves • Trunk • Branches | <p>(b)</p>  <p>Parts of a Plant</p> <ul style="list-style-type: none"> • - Root • - Leaves • - Trunk • - Branches |
| <p>(c)</p>  <p>Parts of a Plant</p> <ul style="list-style-type: none"> • Root • Leaves • Trunk • Branches | <p>(d)</p>  <p>Parts of a Plant</p> <ul style="list-style-type: none"> → Root → Leaves → Trunk → Branches |
| <p>(e)</p>  <p>Parts of a Plant</p> <ul style="list-style-type: none"> → Root → Leaves → Trunk → Branches | |

9) Open Office Calc is used to

- (a) manipulate data to get certain results.
- (b) generate charts based on selected data / data range.
- (c) save spreadsheets in Open Document Format using the extension “.ods”.
- (d) format cells depending on different conditions.
- (e) specify logical conditions to filter data on a spreadsheet.

Consider the following spreadsheet segment created in OpenOffice.org to answer questions 10 to 13.

| | AB | AC | AD | AE | AF | AG | AH | AI |
|---|-----------------|---------------------------|--|-------------------------|---------------------|-------------|-----------|--------------|
| 1 | | | | Mark Break Down | | | | |
| 2 | Index No | Name with Initials | Project Title | Progress Reports | Dissertation | Viva | | Total |
| 3 | | | | | | E1 | E2 | |
| 4 | HID130 | Dissanayake A I S | Supply chain management system for ABC Company | 56 | 78 | 23 | 34 | |
| 5 | HID131 | Basnayake K N M | Banking System for ABC Bank | 45 | 67 | 95 | 89 | |
| 6 | HID132 | Senavirathna J T R | Online learning management system | 65 | 87 | 23 | 28 | |
| 7 | | | | | | | | |

Figure 1: Unformatted Spreadsheet

10) Which of the following cell addresses is/are denotes the activated cell shown in Figure 1?

- (a) AE1:AG1
- (b) AB1:AI6
- (c) AE1
- (d) AE1:AG6
- (e) AB1:AI1

11) The spreadsheet shown in Figure 1 is formatted to obtain the view shown in Figure 2.

| | AB | AC | AD | AE | AF | AG | AH | AI |
|---|-----------------|---------------------------|--|-------------------------|---------------------|-------------|-----------|--------------|
| 1 | | | | Mark Break Down | | | | |
| 2 | Index No | Name with Initials | Project Title | Progress Reports | Dissertation | Viva | | Total |
| 3 | | | | | | E1 | E2 | |
| 4 | HID130 | Dissanayake A I S | Supply chain management system for ABC Company | 56 | 78 | 23 | 34 | |
| 5 | HID131 | Basnayake K N M | Banking System for ABC Bank | 45 | 67 | 95 | 89 | |
| 6 | HID132 | Senavirathna J T R | Online learning management system | 65 | 87 | 23 | 28 | |
| 7 | | | | | | | | |

Figure 2 : Formatted Spreadsheet

Which of the following formatting options is/are used to get the above view shown in Figure 2?

- (a) Filter
- (b) Wrap text
- (c) Horizontal Alignment
- (d) Merge Cells
- (e) Vertical Alignment

12) Suppose the variable “Total” is calculated based on the following evaluation criteria:

- Progress Reports – 20%
- Dissertation – 30%
- Viva – 50%

Which of the following formula is/are used to calculate the total in cell AI4?

- (a) =SUM(AE4:AH4)
- (b) =AE4*20/100+AF4*30/100+AG4+AH4*50/100
- (c) =SUM(AE4*20/100; AF4*30/100;SUM(AG4:AH4)*50/100)
- (d) =(AE4*20/100)+(AF4*30/100)+((AG4+AH4)*50/100)
- (e) =AE4*20/100+AF4*30/100+SUM(AG4:AH4)*50/100

13) Which of the following options is/are used to get a list of student names ordered according to the field, ‘Name with Initials’ of the student in descending order?

- | | | |
|------------------------|-----------------|------------|
| (a) Conditional format | (b) Sort | (c) Filter |
| (d) Goal seek | (e) Pivot table | |

14) Which of the following is/are correct regarding cell references in OpenOffice Calc?

- (a) \$A\$F is an invalid cell reference.
- (b) Row number is not locked in \$B1, and hence row number will change when it is copied in a particular column.
- (c) The column reference will change when \$D2 is copied within a column from E2: H2.
- (d) D1 is a relative cell reference and it would become absolute when it is changed to \$D\$1.
- (e) Cell references are invalid in OpenOffice Calc.

15) Which of the following Number categories is/are allowed in OpenOffice Calc?

- | | | |
|-------------|----------------|-------------|
| (a) Percent | (b) Font | (c) Boolean |
| (d) Style | (e) Scientific | |

16) Consider the following statements.

- MS Access is categorized as a free and open source database application.
- A Database is a collection of information that is organized in a way that can easily be managed.
- MySQL, OpenOffice Calc and Oracle database are few examples for relational database management systems.

Which of the following statements is/are correct regarding Databases and Database Applications?

- | | | |
|--------------------------|----------------|------------------------|
| (a) (I) Only. | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) All. | |

Consider the following tables (Figure 3 and Figure 4) created in OpenOffice Base to answer the questions from 17 to 18.

| | WorkerID | SupID | Address | Name | Skill Type | Hourly Rate | |
|--|----------|-------|-----------|------------|------------|-------------|--|
| | E001 | S002 | Kadawatha | Kalpa R | Plumbing | 500 | |
| | E002 | S003 | Kaduwela | Namal B | Electric | 1000 | |
| | E003 | S411 | Maharagam | Sirisena G | Electric | 1500 | |
| | E004 | S003 | Minnariya | Kosala T | | 2000 | |

Figure 3 'WorkerDetails' Table View

| | WorkerID | Date of Work | No of Hours | |
|--|----------|--------------|-------------|--|
| | E001 | 03/05/19 | 8 | |
| | E001 | 04/05/19 | 7 | |
| | E001 | 06/05/19 | 4 | |
| | E002 | 04/05/19 | 3 | |
| | E002 | 06/05/19 | 6 | |
| | E003 | 05/05/19 | 10 | |
| | E003 | 06/05/19 | 3 | |

Figure 4 'Working Days' Table view

- 17) Identify the most suitable field(s) that should be used as primary key(s) in the 'WorkerDetails' table (Figure3).

- | | | |
|----------------|-----------------|----------|
| (a) WorkerID | (b) SupID | (c) Name |
| (d) Skill Type | (e) Hourly Rate | |

- 18) Which of the following fields is/are considered as foreign key(s) in the Table 'Working Days' (Figure 4)?

- I. WorkerID
- II. Date of Work
- III. No of Hours

- | | | |
|--------------------------|-------------------------|------------------------|
| (a) (I) Only. | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) (I) and (III) Only. | |

- 19) Consider the following query designed using the table 'Working Days'.

| | | |
|-----------|-------------------------------------|-------------------------------------|
| | | |
| Field | WorkerID | No of Hours |
| Alias | | Total No of Hours |
| Table | Working Days | Working Days |
| Sort | | |
| Visible | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Function | Group | Sum |
| Criterion | 'E001' | |
| Or | 'E002' | |

Which of the following final view corresponds to the above query?

(a)

| WorkerID | No of Hours |
|----------|-------------|
| E001 | 19 |
| E002 | 9 |
| E003 | 13 |

(b)

| WorkerID | Total Number of Hours |
|----------|-----------------------|
| E001 | 19 |
| E002 | 9 |
| E003 | 13 |

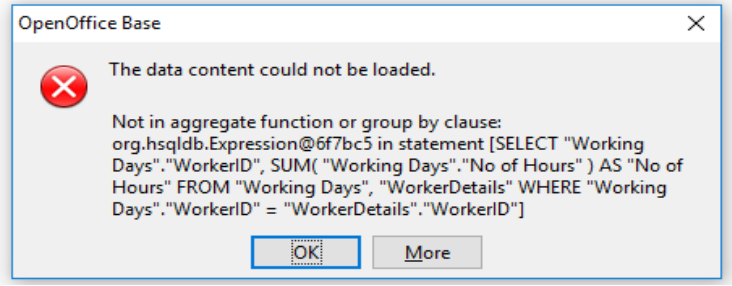
(c)

| WorkerID | Total No of Hours |
|----------|-------------------|
| E001 | 19 |
| E002 | 9 |

(d)

| WorkerID | No of Hours |
|----------|-------------|
| E001 | 8 |
| E001 | 7 |
| E001 | 4 |
| E002 | 3 |
| E002 | 6 |
| E003 | 10 |
| E003 | 3 |

(e)



- 20) Which of the following application software is/are considered as presentation applications?

- | | | |
|-------------------|---------------------|------------|
| (a) Lotus 1-2-3 | (b) MS Power point | (c) Writer |
| (d) Google slides | (e) OpenOffice Draw | |

21) Which of the following statements is/are correct regarding the presentations created using OpenOffice Impress?

- (a) A new presentation can be created using an existing template.
- (b) Slide sorter view can be used to rearrange the slides of a presentation.
- (c) A header and a footer can be applied in the normal view for a slide.
- (d) An embedded video can be paused within a slide show.
- (e) Slide Master is an effect used in custom animations.

22) Identify the correct statements from the following.

- (a) A presentation created in OpenOffice Impress can be exported into Portable Document Format (PDF).
- (b) Drawing, Line and Filling are toolbars, one may use in presentation preparation.
- (c) 'Slide show settings' in OpenOffice Impress can be used to change slides in a slide show presentation, automatically after the specified time.
- (d) Font size and the audience should not be thought of when preparing a presentation.
- (e) One can use 'Hide Slide' option in OpenOffice Impress to restrict changes to that particular slide in normal view.

23) Identify the correct statements from the following.

- (a) Adobe illustrator is a proprietary software used in graphic designing.
- (b) GIMP stands for German Illustrator software for Image Manipulating Program.
- (c) Fuzzy select tool in GIMP is a tool in GIMP used to select a contiguous region based on the color.
- (d) The area where you work or edit in GIMP is known as Channel.
- (e) GIMP can be used as a photo retouching tool to enhance the quality of an old photo.

24) Which of the following tools in GIMP is/are categorized under "Paint tools"?

- | | | |
|-----------------------|--------------------|-----------------|
| (a) Crop tool. | (b) Airbrush tool. | (c) Shear tool. |
| (d) Perspective tool. | (e) Pencil tool. | |

25) Which of the following tools in GIMP is/are used to create the Image 2 using Image 1?



Image 1



Image 2

- | | | |
|-----------------|----------------|----------------|
| (a) Text tool | (b) Flip tool | (c) Scale tool |
| (d) Rotate tool | (e) Shear tool | |
