

07 FEB 2020

University of Colombo



INSTITUTE OF INDIGENOUS MEDICINE, UNIVERSITY OF COLOMBO
DEGREE OF BACHELOR OF AYURVEDA MEDICINE AND SURGERY
LEVEL II - FIRST SEMESTER EXAMINATION JANUARY -FEBRUARY 2020
IT 2000 - COMPUTER APPLICATIONS

Date: 07.02.2020

Time: 9.45 am - 11.15 am

Index No

Answer all questions.

Part I - Structured Questions

I. Answer the following questions on the paper

I. Write down the basic Tab stop positions in the MS Word 2016. (Marks 04)

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II. Explain the difference between following function in MS Excel 2016. (Marks 06)

a. MIN and MAX

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b. COUNT and COUNTA

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c. SUMIF & SUMIFS

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III. Explain the following terms related to MS Office package (10 Marks)

a. Slide show view

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b. Backstage View

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c. Transitions & Animations

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d. Conditional Formatting

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e. Sorting & Filtering

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2. Answer the Following questions on the paper

I. Explain the importance of Tell Me feature in Word 2016? (Marks 04)

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II. Explain three purposes of Excel. (06 Marks)

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III. Consider the following scenario and answer questions

Mrs. Tharanga working as the Management Assistant in Administrative division at a private company. Assistant Manager assigned her to prepare a document using MS Word 2016. Tharanga doesn't have much knowledge related to work with MS Word 2016. As you are an expert on that area help her to do following activities. Explain how to achieve following things.

a. insert a water mark for pages (02 Marks)

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b. insert table of content (03 Marks)

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c. insert page numbers (05 Marks)

- Table of Content page –Roman number format
- Other pages- **Hindu-Arabic number format**

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Part II – Essay Questions

- 01. Microsoft Office 365 (often called Microsoft 365 or Office 365) is a Web-based version of Microsoft’s Office suite of enterprise grade productivity applications. Explain the pros and cons of Office 365 than compare with Office 2016. (Marks 20)

- 02. Discuss how MS Word software is very important to do research works for university students. Explain **four** facts that you use in Word for your research. (20 marks)

