



INSTITUTE OF INDIGENOUS MEDICINE, UNIVERSITY OF COLOMBO
 DEGREE OF BACHELOR OF UNANI MEDICINE AND SURGERY
 LEVEL II- FIRST SEMESTER EXAMINATION -
 COMPUTRE APPLICATION COURSE CODE - IT 2000

EXAMINATIONS
 Indigenous Medicine

21 JAN 2020
 JAN-FEB 2020
 Colombo

Date: 21.01.2020
 Time: 1 ½ hours
 9.45 a.m. - 11.15 a.m.

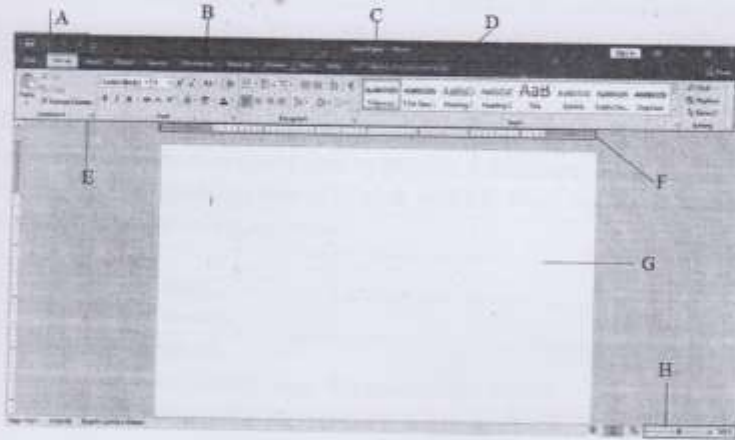
Index No:

Answer all questions.

Part I - Structured Questions

1. Answer the following questions on the paper.

i. Following figure shows you the Word 2016 interface and some features are labeled using Letters.



Write down the correct name of each features

(08 Marks)

- a.....
- b.....
- c.....
- d.....

- e.....
- f.....
- g.....
- h.....

ii. Write down the short cut keys for following operation (06 Marks)

- a. Save
- b. Select a Word
- c. Paste.....
- d. Bold the text
- e. Undo
- f. Underline a Word.....

iii. Explain three difference breaks in MS word 2016 and explain importance of each break (06 Marks)

.....

.....

.....

.....

.....

.....

.....

2. Answer following all questions

i. What is reference styles? explain this with examples (04 Marks)

.....

.....

.....

.....

ii. Explain following features in the MS Word

(2 x 3Marks)

a. Bibliography

.....
.....
.....

Marks)

b. Track Changes

.....
.....
.....

c. Captions

.....
.....
.....

breaks

Marks)

iii. Consider the following scenario and answer questions

Mr. Tharidu working as the Management Assistant in HR division at a private company. Human Resource (HR) Manager assigned him to prepare a document using MS Word 2016. Tharidu doesn't have much knowledge related to work with MS Word 2016. As you are an expert on that area help him to do following activities.

- a. insert a cover page
- b. insert table of content
- c. insert page numbers
 - i. Table of Content page –Roman number format
 - ii. Other pages- **Hindu-Arabic number format**

Marks)

As you are an expert in word 2016, explain how to achieve above things.

i. insert a cover page

(02 Marks)

.....
.....
.....
.....
.....

ii. insert table of content

(02 Marks)

.....
.....
.....
.....

iii. insert page numbers

(06 Marks)

- i. Table of Content page –Roman number format
- ii. Other pages- Hindu-Arabic number format

.....
.....
.....
.....
.....
.....
.....
.....
.....

Part II – Essay Questions

- 01. MS Word 2016 has user friendly features that user can be inserted some contents while he/she is working on the same document. Explain four features (Marks 20)
- 02. i. . What is multimedia? (04 Marks)
- ii. How multimedia can be used to create an attractive presentation? (16 Marks)

21.01.2020
