

INSTITUTE OF INDIGENOUS MEDICINE, UNIVERSITY OF COLOMBO
 DEGREE OF BACHELOR OF UNANI MEDICINE AND SURGERY
 LEVEL II FIRST SEMESTER (Sup 2nd) EXAMINATION
 APRIL – MAY 2022
 IT 2000 – COMPUTER APPLICATIONS



Date: ²⁶11.05.2022
 Time: 01:45 PM – 03:15 PM
 9:45 am – 11:15 am

Index No

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Answer all questions.

Part I - Structured Questions

Question 01

Answer the Following questions on the paper

I. Write down the purpose of following shortcut keys on the Word document 2016 (05 Marks)

- a) Ctrl + N
- b) Ctrl + B
- c) Ctrl + I
- d) Ctrl + U
- e) Ctrl + Y

II. Write down five commands in the Insert tab (05 Marks)

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III. Explain the importance of following features in MS Word 2016. (10 Marks)

a) Tell me

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b) Header/Footer

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c) Table of Contents

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d) Comment

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e) Watermark

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Question 02

Answer the Following questions on the paper.

Sumudu is a final year student and he needs to prepare his research by analyzing data in excel.

I. What are the functions to achieve followings using MS Excel 2016 (08 Marks)

a) Maximum number

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b) Minimum number

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c) Summation of the data

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d) Average of the data

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II. Explain the difference between the COUNT, COUNTA and COUNTIF in MS Excel 2016 (06 Marks)

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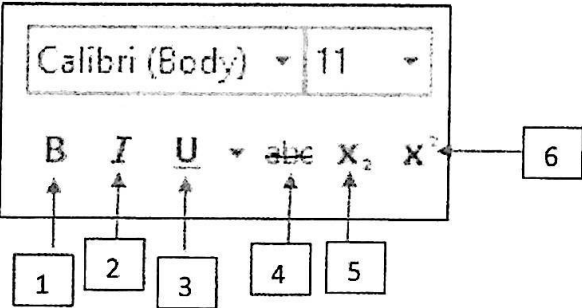
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III. Write down the correct name of each command in the following image (06 Marks)



- i.
- ii.
- iii.
- iv.
- v.
- vi.

Part II – Essay Questions

1. Discuss the importance of **MS Word & MS Power point** applications for academic purposes. (20 marks)
2. Explain how can we use **ICT** to improve the quality of the Ayurveda medicine sector. (20 marks)

Date: 2022.05.11
