EASTERN UNIVERSITY, SRI LANKA
FACULTY OF HEALTH CARE SCIENCES
FIRST YEAR FIRST SEMESTER EXAMINATION – 2005/2006
ME 102- PROFICIENCY IN COMPUTER LITERACY AND
INFORMATION TECHNOLOGY
(Repeat)

Answer all questions   Time allowed: 2hrs

Q1)

a. Create a new folder called with name as **Your Index Number** in the **"Desktop"**

b. Copy two text files from the hard disk to the folder **"your index number"** in your desktop. (Each file must be less than 40KB).

c. Rename the two copied files as **"Windows" & "Office"**.

d. Create two sub folders called **"Hardware"** and **"Software"** in the folder **"your index number"**.

e. Create a picture (you must use square, oval and different colors) using the paint software. Save this picture as **"MyPicture.jpg"** in the folder **"Hardware"**.

f. Hide the file **"office"**.

Q2)

By using "Ms Word 2003/2007" creates a Document as shown below and save it as "Deskt\
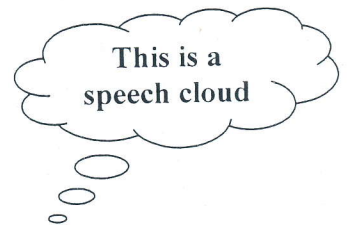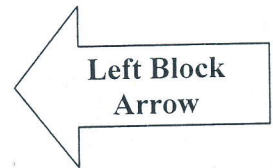**\ Your Index Number** \ Q2.doc or Q2.docx"

Clip Art

C lip art is available from a variety of sources including the Microsoft Clip Organizer that is built into Microsoft Office.

The Clip Organizer enables you to select clip art in two different ways,

by searching through predefined collecti such as "transportatio or by searching on a k word such "automobile".

1. Working with Documents
   a. Creating a New Document
   b. Saving a Document
2. Formatting
   a. Formatting Text
   b. Formatting Paragraph
      ❖ Change Paragraph Alignment
      ❖ Indent Paragraphs
3. Styles
   a. Apply a style
   b. Create New Styles
      ❖ New Style
      ❖ New Quick Style
   c. Style Inspector

Left Block Arrow

This is a speech cloud

Activity Preferences of 9- to 14-Year-Old Youth			
Activity Preferences	Age Groups		
	9-10	11-12	13-14
Get a Job for Money	5%	22%	65%
Play on a Sports Team	28%	46%	51%
Spend time with Parent/ Guardian	34%	28%	22%
Other Recreation Activities for Fun	58%	64%	62%

By using "Ms Excel 2003/2007" creates a workbook as shown below and save it as "Desktop
Your Index Number \Q3.xls or Q3.xlsx"

First Term Marks

Index No	Name	Tamil	English	Science	Total	Average	Rank
CSC101	Mohanaraj	77	29	47			
CSC102	Thanenthiran	85	63	97			
CSC103	Pramila	52	57	35			
CSC104	Santhini	68	35	66			
CSC105	Kumaran	65	71	53			
CSC106	Latha	76	53	42			
CSC107	Ruban	57	72	74			
CSC108	Jeevan	75	63	76			
CSC109	Rajan	73	54	66			
CSC110	Praba	54	90	36			

a) Find the value for Total marks for each student using suitable excel function or
   formula.

b) Find the value for Average marks for each student using Average() function.

c) Find the value for Rank using Rank () function. The Rank 1 should be given to
   student who got highest average marks.

d) Produce a Column chart for Index No and Average.

By using "PowerPoint 2003/2007" create a 4 to 6-slide presentation about "**Human Body**".
And save it as "Desktop \ **Your Index Number** \Q4.ppt or Q4.pptx". Your presentation
should include:

a) A title slide with title of your presentation and your registration number.

b) An attractive color background or a background template.

c) At least four clip art images that support your slide topic.

d) Bulleted text with animation effects.

e) Transition effects between slides.

f) An "End" slide.