

Eastern University, Sri Lanka

First year First semester Examination in Agriculture – 2002/03 & 2002/03(A) (July 2003)

Mat 1101 – Computer Literacy and applications

Practical

Answer all Questions

Duration: Two (02) hours

Q1

- Internally Label your diskette with your “INDEX NUMBER”.
- Create two folders called “ASSESS” & “EXAM” in your floppy diskette.
- Create the sub folders called “MYANSWER” & “EXAMANSWER” in the folders “ASSESS” & “EXAM” respectively.
- Create a short cut to “Internet explorer” and bring to your floppy diskette.
- Zip the folder “Exam” and name it as “Myzip”
- Write down the steps for the following tasks and save it as “A:\ASSES\OPERATINGSYSTEM.txt”.

Note: Use Notepad for answering the following tasks

- Change your account password
- Insert MS-Excel in the Programs menu.
- Find the files, which was created/modified between 12-Jan-2003 and 01-JULY-2003.
- Change the currency symbol to “Rs.” And date mode to e g: “Monday 23, June 2003”.
- Write down the proxy sever address & the port number.
- Check virus to your Diskette.

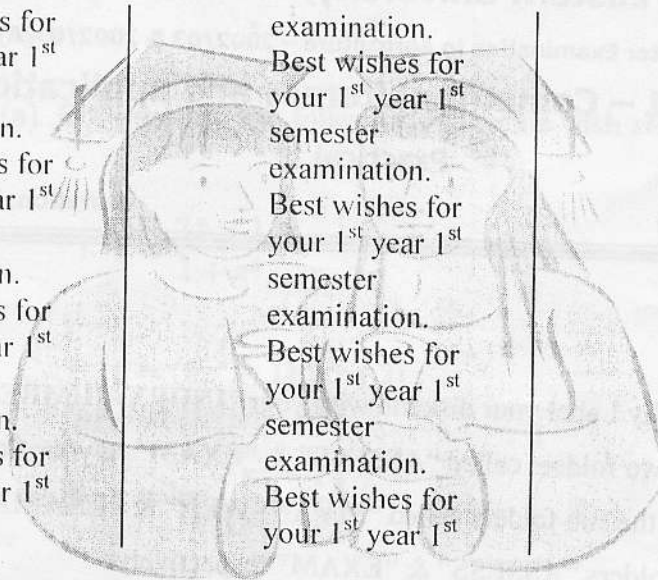
Q2 Create the following task using “MS Office”.

Set the paper size for “A4” & the ^{Top}margin of 3.0 cm. Save it as ”COLUMN”.

Hint: Insert any picture from Clip Art



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Q3 Create the following in MS-Excel and save it as "QuarterSales".

First Quarter sales figure in 2003					
	Jan	Feb	Mar	Total	Average
James & Co	\$12,000	\$12,500	\$12,000		
Kanan Ltd.	\$15,000	\$13,000	\$16,000		
ABC Ceylon Ltd.	\$11,000	\$14,000	\$10,000		
Maya & Brothers	\$18,000	\$17,000	\$19,000		
Sam Sons	\$18,500	\$19,000	\$17,000		
Total					
Average					

Find the **Total** and **Average** for each month and each customer.
 Prepare the chart as shown below.

