



Faculty of Commerce and Management
First Year First Semester Examination in Business Administration/Commerce
April/May 2010(Proper/Repeat/ReRepeat)
Eastern University, Sri Lanka.
MGT 1012, MGT 1112 -Introduction to Information Technology

Answer all Questions

Time allowed: Two hours

Part A (Please indicate the answer in the answer sheet provided)

Select the suitable answer from a,b,c and d

1. Graphics for word processor
 - a. Peripheral
 - b. Clip art
 - c. Highlight
 - d. Execute
2. What is the file extension of Ms-Word document?
 - a. dot
 - b. doc
 - c. dom
 - d. Txt D
3. In H_2O the figure 2 is appeared lowered. Which effect has been applied?
 - a. Superscript
 - b. Lowered
 - c. Subscript
 - d. laid down
4. What is the minimum number of rows and columns that a word table can have?
 - a. Zero
 - b. 2 rows and 1 column
 - c. 2 rows and 2 column
 - d. 1 row and 1 column
5. What is the function of Drop Cap?
 - a. It does not allow capital letters to be used in the documents.
 - b. It does not allow capital letters to be used in the documents apart from the first letter of every sentence.
 - c. It lets you begin a paragraph with a large initial capital letter.
 - d. It automatically starts all paragraphs and sentences with capital letters.

6. Which of the following application is not included in Office Package?
- Access
 - Excel
 - Word Perfect
 - Power Point
7. Which of the following bar is not available in MS-Word?
- Toolbar
 - Formula Bar
 - Status Bar
 - Menu Bar
8. Which view in MS-Word can't display graphics?
- Normal View
 - Page Layout View
 - Print Preview
 - None of these
9. Which area in an excel window allows entering values and formulas
- Title bar
 - Menu bar
 - Formula bar
 - Standard toolbar
10. When you are typing an equation into a cell the first thing that must be entered is
- The first cell referenced
 - Parenthesis
 - Quotation marks
 - An equal sign
11. The cell labeled F5 refers to
- row F column 5
 - column F row 5
 - function available in cells
 - function key F4
12. The intersection of a row and column is called
- Data
 - A file
 - A cell
 - An equation
13. Excel files have a default extension of
- xls
 - xlw
 - wk1
 - swf

14. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is
- B1-G10
 - B1.G10
 - B1;G10
 - B1:G10
15. The advantage of using a spreadsheet is:
- Calculations can be done automatically.
 - Changing data automatically updates calculations
 - More flexibility
 - All of the above
16. To add two cells (A1 and A2) together you use the following formula
- =A1 + A2
 - =Add(A1+A2)
 - =together(A1:A2)
 - A1 plus A2
17. Hyperlinks can be
- Text
 - Drawing objects
 - Pictures
 - All the above
18. Three types of data found in a spreadsheet are
- data, words, numbers
 - equations, data, numbers
 - words, numbers, labels
 - numbers formulas, labels
19. Which file format can be added to a PowerPoint show?
- .jpg
 - .gif
 - .wav
 - All the above
20. What is a motion path?
- A type of animation entrance effect
 - A method of advancing slides
 - A method of moving items on a slide
 - All the above
21. Examples of centralized multi-user databases are
- Airline reservations and other national global booking systems,
 - Bank customer accounts
 - Supermarket stock control, organ donor database, client database
 - None of the above

22. Which of the following is not an Access database object
 - a. Table
 - b. Form
 - c. Query
 - d. Datasheet

23. What is the command used to direct the computer to print information in numerical or alphabetical order?
 - a. Crop
 - b. Report
 - c. Sort
 - d. Organize

24. What term refers to collection of related information?
 - a. Database
 - b. List
 - c. Outline
 - d. Record

25. Devices that could be used to input data into a database are
 - a. Keyboard, fax roller ball
 - b. Mouse, keyboard, monitor
 - c. Mouse, keyboard, touch screen
 - d. None of the above

Part B

Answer all questions

1.
 1. What is computer and draw a block diagram indicating the data flow between CPU, main memory and I/O units
 2. Briefly explain the technologies in each generation of computers
 3. Define an operating system and discuss its various functions
 4. Explain why data should be backed up?
 5. Explain the differences between Hardware and Software
 6. Name the output devices other than Printer and explain their applications
 7. Discuss the advantages of Mail Merge in Microsoft word.
 8. Briefly explain the difference between System Software and Application Software.

2.

1. Convert the given base ten number system into base two number system.
 - a. 251_{10}
 - b. 598_{10}
 - c. 111_{10}
2. Convert the given base two number system into base ten number system
 - a. 111010_2
 - b. 101011_2
 - c. 100101_2
3. What is Computer Network?
4. What are the various advantages and disadvantages of Computer Network?
5. What do you mean by Computer Network Topology?
6. List three types of the Computer Network Topologies
7. Explain the Advantages of using e-mail.
8. Write short notes on the following:
 - a. Network Interface Cards (NICs)
 - b. Internet
 - c. Arithmetic Logic Unit (ALU)
 - d. Firmware