SOUTH EASTERN UNIVERSITY OF SRI LANKA

FIRST YEAR EXAMINATION IN BACHELOR OF BUSINESS ADMINISTRATION / COMMERCE (EXTERNAL) – 2009/2010 HELD IN AUGUST 2010

BBA/COM 12 (II) – COMPUTER LITERACY AND BASIC APPLICATIONS - II

Answer All Questions   **Duration: 02 Hours**

(01)

1. In Computer Network, the abbreviation Mbps stands for
   a. Mega Bytes Per Second
   b. Mega Bits Per Second
   c. Mega Bitmap Per Second
   d. None of the above

2. Which one of the following is a valid e-mail address?
   a. ict.seu(at)@seu.ac.lk
   b. ict/seu@seu.ac.lk
   c. ict.seu@seu.ac.lk
   d. ict@seu@seu.ac.lk

3. There are a number of Internet TVs operating. Which one of the following Communication Protocol they use?
   a. TCP
   b. UDP
   c. IPV
   d. None of the above

4. URL Stands for
   a. Universal Resource Locator
   b. Uniform Resource Locator
   c. Universal Results Locator
   d. None of the above

5. Which one of the following is the most suitable cable to connect two buildings consisting of 100 computers in each which are located in 20M distance from each other?
   a. Coaxial
   b. Fibre Optic
   c. Twisted Pair
   d. None of the above

6. What is the hardware device used to connect two LANs?
   a. Switch
   b. Hub
   c. Router
   d. Repeater

7. What is the shortcut key used in MS Word 2003 to rename a document?
   a. F3
   b. F6
   c. F9
   d. F12

8. What is the first spreadsheet program introduced to be used in personal computers?
   a. Excel
   b. Visicalc
   c. Lotus 1-2-3
   d. Openoffice.org Calc

9. What is the shortcut key used in MS Excel to edit a value in a particular cell?
   a. F1
   b. F2
   c. F3
   d. F4

10. What is the shortcut key used in MS Excel to absolute a value in a particular cell?
    1. F1
    2. F2
    3. F3
    4. F4

(Total: 10 Marks)

(02)

01. What is a Computer Network? The South Eastern University of Sri Lanka has networked 500 computers and other devices. List out the benefits that this university will enjoy by networking. **(05 Marks)**

02. List out and briefly describe the Network Topologies. **(10 Marks)**

03. Briefly describe the functions carried out by the following hardware devices in a network.

    a. Router

    b. BNC Connector

    c. Repeater

    d. Exchange Server

    e. Wireless Access point

(10 Marks)

(Total: 25 Marks)

(03)

01. What is Word Processing? Briefly describe. List out 04 word processing software.

(04 Marks)

02. Briefly explain 05 advantages found in Word Processing software when compared with a conventional type writer.

(06 Marks)

03. Answer the following questions with reference to MS Word 2003.

    a. Write down the results of the following shortcut keys

        i. Alt + Shift + D

        ii. Ctrl + Shift + D

        iii. Ctrl + Shift + =

        iv. Shift + F7

(04 Marks)

    b. Clearly write down the command sequences to;

        i. Sort a List

        ii. Insert a Footnote

        iii. Create 03 Columns in a document

        iv. Insert Watermark

(16 Marks)

(Total: 30 Marks)

01. Answer the questions below based on the worksheet extract given below.

	A	B	C	D	E	F	G
1	S.No	SalesRep's Name	Region	Basic Salary	Sales	Insentives	Net Salary
2	1	Shota	East	24,000.00	16,000.00		
3	2	Raja	South	25,000.00	21,000.00		
4	3	Haja	South	26,500.00	6,500.00		
5	4	Kanesh	West	23,450.00	17,500.00		
6	5	Dale	North	23,450.00	4,750.00		

Write down the formula to perform the following

    a.   To find maximum sales.

    b.   To count how many sales reps are there

                                                    (04 Marks)

    c.   To calculate the Incentives as per the following criteria in cell F2.

Criteria	Incentives
Sales< 5,000	5% of sales
Sales > =5,000	7.5% of sales
Sales > =10,000	10% of sales
Sales > =20000	30% of sales

                                                    (06 Marks)

    d.   To Calculate the Net Salary (Net salary= Basic Salary + Incentives).

                                                    (03 Marks)

    e.   To sort the record by region.

                                                    (03 Marks)

    f.   To create the column chart (for sales & region)

                                                    (05 Marks)

02. Write down steps briefly to

    a.   Delete a row

    b.   Rename a worksheet.

                                                    (04 Marks)

03. Briefly write down the usage of the following functions with suitable examples

    a.   SQTR()

    b.   COUNTA()

    c.   COUNTBLANK()

    d.   SLN()

                                                    (10 Marks)

                                                  (Total: 35 Marks)