

UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF MANAGEMENT AND FINANCE

Bachelor of Business Administration (Level I - Semester I)

Examination – 2010 (Repeat)

DSC 1201 – Basic Computer Literacy

Two (02) hours

Answer all questions.

1. i. Graphically explain the architectural organization of components in a typical computer system with flow of data/ information and signals.
(15 Marks)
- ii. Explain the functions of the 'Arithmetic and Logic Unit (ALU)' using examples from the real business world.
(10 Marks)
- (Total: 25 marks)**
2. i. Classify the devices used for input, output, and memory and storage purposes.
(10 Marks)
- ii. Explain the role and components of a user friendly operating system.
(10 Marks)
- iii. What are 'utilities'? Explain with examples.
(05 Marks)
- (Total: 25 marks)**
3. i. Explain the difference between batch processing and real-time processing with suitable examples.
(05 Marks)
- ii. What is a 'language translator'? Explain different types of language translators in relation with the generation of the computer language.
(10 Marks)

iii. Briefly explain the stages of the "Data Hierarchy" using an example.

(05 Marks)

iv. Develop a list of capabilities and limitations of a computer.

(05 Marks)

(Total: 25 marks)

4. i. How to initiate the proper use of "Microsoft Word" in academic and executive writing?
Explain with relevant steps.

(10 Marks)

ii. Explain the difference between "Relative Cell Reference" and "Absolute Cell Reference" in "Microsoft Excel".

(10 Marks)

iii. Briefly explain the following terms with regard to "Microsoft PowerPoint".

(a) Slide Master

(b) Custom Animation

(05 Marks)

(Total: 25 marks)