UNIVERSITY OF COLOMBO, SRI LANKA

FACULTY OF NURSING

FIRST YEAR EXAMINATION IN NURSING - SEMESTER II– 2016/2017

FN 1102 Basic Computer Literacy

(One Hour)

Answer all questions
(This question paper consists of 03 parts, and 2 pages)

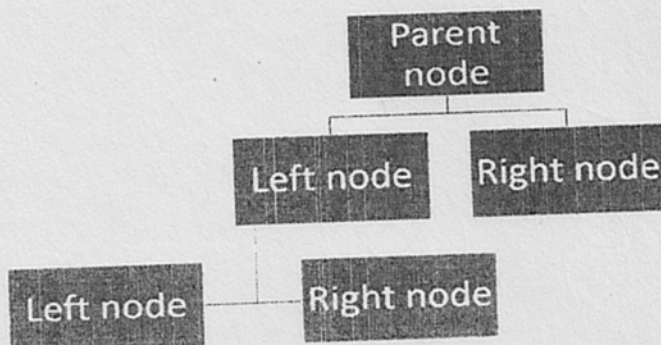<u>Important Instructions to Candidates</u>

- The paper comprised of three parts, part I is based on MS word, II is based on MS Power point and Part III is based on MS excel. You are required to answer all the questions. You will be provided two MS word files, one excel file and a PNG file that should be used to carry tasks assigned below.

Part I – Use the MS Word file named "ms_word.docx" provided

1. Create a folder and rename it with your registration number.
2. Copy the given MS word file named "ms_word.docx" in a folder named **FoN** on your desktop and paste into the folder that you have renamed with your registration number.
3. Format the MS word file as follows
   a. Rename the word file with your registration number.
   b. Open the document file
   c. Insert cover page using the style **"Whisp"**.
   d. Insert following details to the relevant places of the cover page
      i. Date : 3/29/2019
      ii. Document title : Final Examination
      iii. Document subtitle : Faculty of Nursing
      iv. Name : Insert your name
      v. Remove all other fields
   e. Change the title of the given document to uppercase
   f. Font size of the title should be 16, font should be Arial and font color should be blue and underline the title.
   g. All the content should be justified and font should be Calibri and font size should be 13.
   h. Insert the given picture (PNG file) into the second paragraph and text should be wrapped around the picture
   i. Insert caption below the picture and caption should be **"Figure 1 – new view"**
   j. Add a password to protect the document. Password should be **fon@2019**

Part II – Use the MS Word file named "ms_powerpoint.docx" provided

1. Create a new MS PowerPoint file and rename it with your registration number.
2. Insert the design **Facet**
3. Insert given texts and images in **"ms_powerpoint.docx"** file into relevant slides
4. Insert animation **Float In** into slides
5. Create a new slide and add a SmartArt into the slide as follows

Part III – Use the MS Excel file named "ms_excel.xlsx" provided

1. Copy the given MS excel file named "ms_excel.xlsx" in the folder named FoN on your desktop and paste into the folder that you have renamed with your registration number.
2. Rename the excel file with your registration number
3. Set the column named marks so that a user cannot insert **a number** exceeding 100
4. Write a formula at the end of the column titled **Reg No** to calculate the total number of students
5. Write a formula at the end of the column titled **Marks** to find out the average marks obtained by the **Students**
6. Create a new column and name it as **Grade**
7. Write an nested if function in the very first cell under the column labeled **Grade** as follows
   a. if the mark is between 0-40 it should be printed as **D**
   b. if the mark is between 40-65 it should be printed as **B**
   c. if the mark is between 66-100 it should be printed as **A**

Apply the function you created in question 7 to the rest of the cells in the column labeled Grade.