

To be completed by the candidate

Index no.				
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UNIVERSITY OF COLOMBO, SRI LANKA

FACULTY OF NURSING

FIRST YEAR EXAMINATION IN NURSING - SEMESTER I -- 2017/2018

FN 1102 - BASIC COMPUTER LITERACY

(One Hour)

Answer all questions

(This question paper consists of 03 parts, and 02 pages)

**Important Instructions to Candidates**

- If a page or a part of this question paper is not printed, please inform the supervisor immediately.
- This paper will comprise of three parts; **Part A, Part B and Part C.**
- Part A is based on MS-word, Part B is based on MS-PowerPoint and Part C is based on MS-excel
- You are provided with a folder named 'FoN' that contains two MS-word files, one MS-excel file and a PNG file that should be used to carry out the tasks assigned below.
- Under no circumstances may this question paper or part of this question paper, used or unused, be removed from the examination hall by a candidate
- Electronic devices capable of storing and retrieving text, including electronic dictionaries and mobile phones are not allowed

**Rename the given folder named FoN with your index number.**

**Part A - Use the MS Word file named “ms\_word.docx” provided**

1. Open the folder, which you have renamed and rename the MS word file named “ms\_word.docx” with your index number (**Note:** use the same index number you use to rename the folder).
2. Format the MS word file, which you have renamed as follows
  - a. Use comments to identify all the titles of the document and all the titles should be in uppercase.
  - b. Font size of the title should be 16, font should be Calibri and font color should be blue and underlined.
  - c. The date should be **strikethrough** as 10<sup>th</sup> ~~December~~ 2019.
  - d. Change H2O in the first line of the first paragraph to H<sub>2</sub>O.
  - e. All the contents should be justified and the font should be Calibri and font size should be 13.
  - f. Accept the track changes in the word file.
  - g. Correct the first word of the first paragraph as **Water** using track changes.
  - h. Insert the hyperlink given below as a footnote to the first page (the place where the footnote should be inserted is given as a comment).  
<https://en.wikipedia.org/wiki/Water>
  - i. Insert the given picture (PNG file) into the second paragraph and text should be wrapped around the picture.
  - j. Insert the caption “**Figure 1 – new view**” below the picture.
  - k. Insert a table in the space identified in the second page with a comment and fill the table with the following data set.

<b>Water source</b>	<b>Percent of total water</b>
Oceans, Seas, & Bays	96.54
Ice caps, Glaciers, & Permanent Snow	1.74
Groundwater	1.69
Fresh	0.76

1. Insert a table of contents in the first page.

**Part B – Use the MS Word file named “ms\_powerpoint.docx” provided**

1. Create a new MS PowerPoint file and rename it with your index number.
2. Insert a design.
3. Insert the given text and images into relevant slides
4. Insert the animation **Float In** into all slides
5. The layout of the second slide should be **two contents**.

**Part C – Use the MS Excel file named “ms\_excel.xls” provided**

1. Rename the excel file with your index number.
2. Set the column labeled “Marks” so that a user should not be able to insert a value more than 100.
3. Set the column labeled “Marks” so that a user should not be able to insert a value less than 0.
4. Write a formula in the cell labeled “total quantity of the students” to calculate the number of students.
5. Write a formula in the cell labeled “Average Marks” to calculate the average value of the marks.
6. Create a new column immediately right to the column labeled “Marks” and name it as **Grade**.
7. Write an if function on very first cell under the **Grade** as follows
  - a. if the marks between 0-20 it should be printed as E
  - b. if the marks between 21-30 it should be printed as D
  - c. if the marks between 31-40 it should be printed as C-
  - d. if the marks between 41-45 it should be printed as C
  - e. if the marks between 46-50 it should be printed as C+
  - f. if the marks between 51-55 it should be printed as B-
  - g. if the marks between 56-60 it should be printed as B
  - h. if the marks between 61-70 it should be printed as B+
  - i. if the marks between 71-75 it should be printed as A-
  - j. if the marks between 76-80 it should be printed as A
  - k. if the marks between 81-100 it should be printed as A+
8. Drag the formula down to apply this formula for all the marks given
9. Insert a bar chart to show student grades.