

POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO

CERTIFICATE OF COMPETENCE IN COMPUTER APPLICATIONS (CCCA)
OCTOBER, 2006

Instructions to Candidates

Please READ before you begin

This is a practical examination in which you should do on the computer terminal given. It covers Microsoft Office components (Word, Excel, PowerPoint & Access). All the questions/assignments are expected to be done.

Examination Duration : **1 hour and 30 minutes**

Make a folder and name it as your Index Number(eg. CCCA-21) on the Desktop of your computer.

Never use your Name

In the folder you created, save respective documents with the following names

- 1. Word**
- 2. Excel**
- 3. PowerPoint**
- 4. Access**

WORD

1. Type following text with same indentation and apply the same formatting

You can use Microsoft Word to attach, remove, and manage cascading style sheets (CSS) for Web pages. Cascading style sheets provide a convenient way to format several Web pages or a whole Web site.

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- ❖ Line No 1
- ❖ Line No 2
- ❖ Line No 3

TIME TABLE I

Component	Date	Time		No of Candidates
		Start	End	
I Essay paper I	Monday 10th Jan. 2005	9.00 am	12.00 noon	11

TIME TABLE II

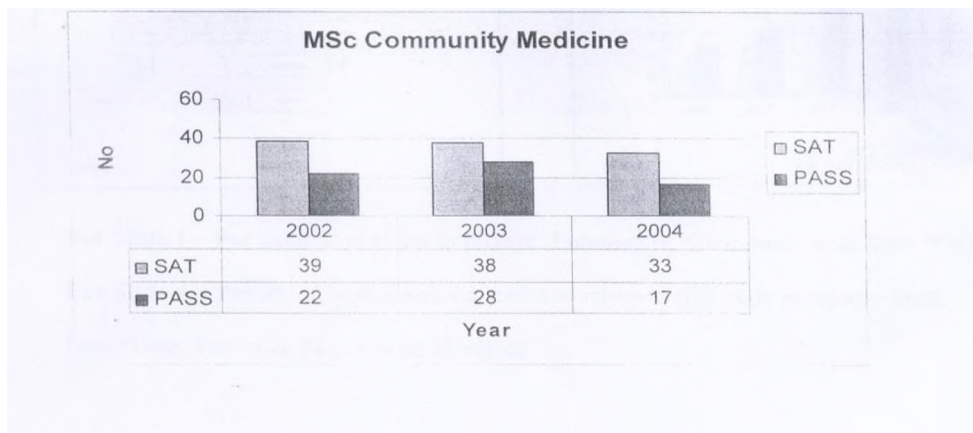
<u>Component</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>
MCQ Paper	Friday 19 th Jan 2005	9.30 a.m.-} 11.30 a.m.	3 rd Floor, Exam Hall, PGIM

EXCEL

1. Prepare this table with appropriate formatting and use Excel functions to calculate total and average to the 1st decimal point.

Candidate No	Anatomy	Physiology	Pathology	Total
MDANA -01	35	40	55.45	?
02	60	40	32.86	?
03	48	30	73.64	?
04	54	63	46.38	?
Average	?	?	?	

2. Prepare the graph as shown below using a table with relevant data and put titles to the graph as shown (formatting the data table is not necessary)



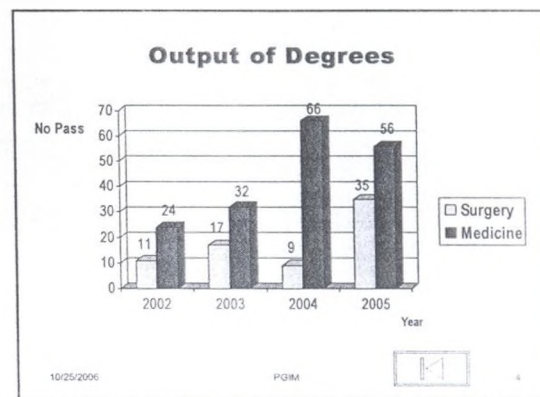
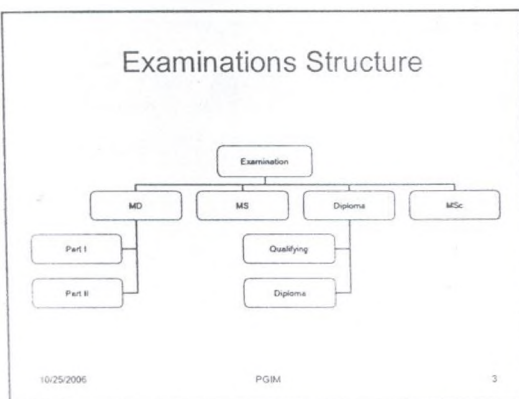
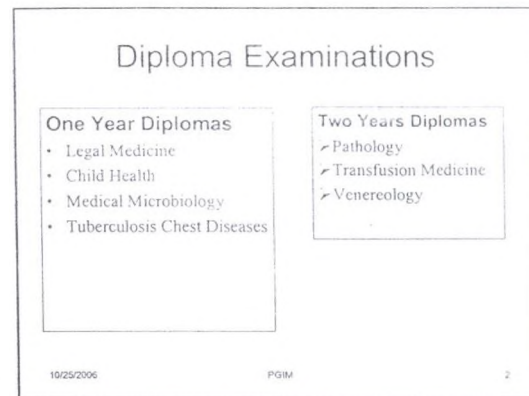
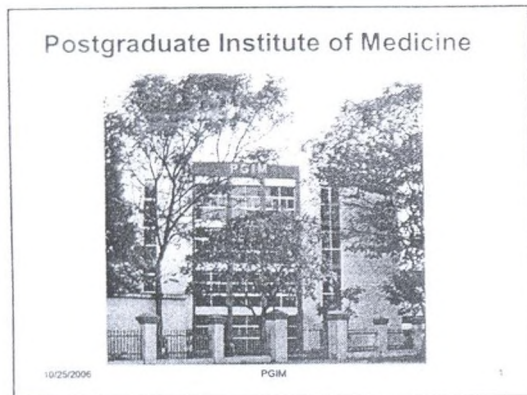
POWER POINT

Prepare the following presentation. (Make use of the image located in desktop media folder)

For Slide 1 - Put animation effect to picture: Entrance as "Diamond" with Start "On Click".

For Slide 4 - Put action button and set action to move to first slide on mouse click.

Insert Date, Footer & Page No for all slides



ACCESS

1. Create a Access database by the name **Exam** and create a **table** named **"Candidates"** using the following details in the same database.

Field Name	Width	Type
ID		Autonumber
SLMC	5	Text (Primary key)
Name	25	Text
Address	25	Text
ExamType	4	Text
Exam	20	Text
Date		Date
Results	2	Text

2. Use the wizard to generate following form

The screenshot shows a form wizard interface in Microsoft Access. On the left, a list of fields from the 'Candidates' table is shown: ID, SLMC, Name, Address, Exam Type, Exam, Date, and Results. Each field has a corresponding horizontal line representing a form control. The 'ID' field is highlighted with a blue background and has '(AutoNumber)' written next to it. At the bottom of the form, there is a record navigation bar that says 'Record: 7 of 7'.

3. Enter Following Data using the above form

ID	SLMC	Name	Address	Exam Type	Exam	Date	ExamFee	Results
1	15555	K U Perera	Pannipitiya	MD	Medicine	7 /10/2006	10,000/00	PS
2	17896	A.S Wasantha	Kadawatha	MS	Surgery	6 /6 /2006	15 000/00	FL
3	56933	N K Karunathilake	Colombo 07	MD	Paediatrics	5 /4 /2006	15,000/00	PS
4	45563	B S Withanage	Ja-ela	MD	Radiology	4 /4 /2006	15,000/00	FL

4. Cerate a Query to view records of pass (Results = "PS") candidates.
5. Create a report to display the following details of the candidates who have **Pass** the examination

Name	Exam	Results
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POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO

CERTIFICATE OF COMPETENCE IN COMPUTER APPLICATIONS (CCCA)
DECEMBER, 2006

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This is a practical examination in which you should do on the computer terminal given. It covers Microsoft Office components (Word, Excel, PowerPoint & Access). All the questions/assignments are expected to be done.

Examination Duration : **1 hour and 30 minutes**

Make a folder as your Index Number on the Desktop of your computer.

Never use your Name

In the folder you created, create 4(four) folders with the following names.

- 1. Word 2. Excel 3. PowerPoint 4. Access**

Answers/assignments should be saved in the **respective folders**.

WORD

1. Type following text with same indentation and apply the same formatting.

A paragraph style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing; and borders, and can include character formatting.

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- ❖ Line No 1
- ❖ Line No.2
- ❖ Line No 3
- ❖ Line No 4

The fees charged from foreign students

Particulars		Fees		
		Non-SAARC (US\$)	SAARC (US\$)	Bhutan & Maldives (US\$)
Course	Diploma	7000	6000	5000
	MSc			
	MD/MS			
Examination		500	500	170

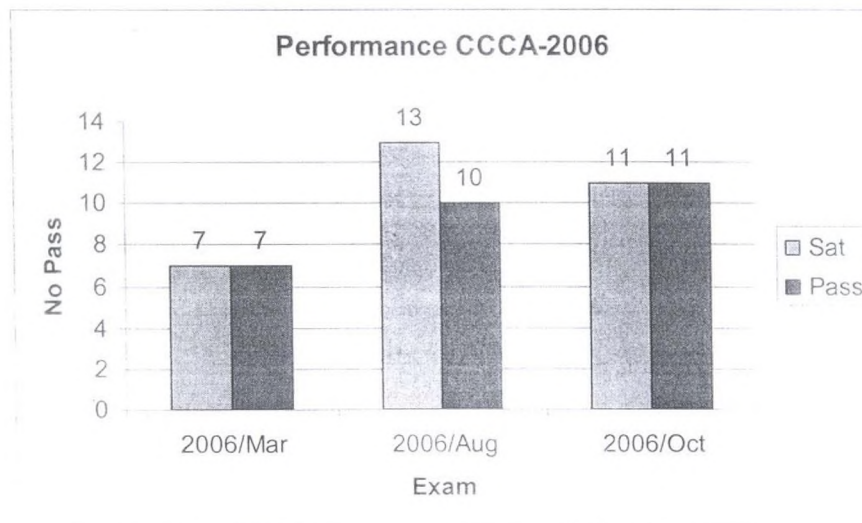
EXCEL

1. Prepare this table with appropriate formatting and use Excel functions to calculate total and average to the 15t decimal point.
2. Use Excel functions to get Result as "PASS" if Total ≥ 200 or else "FAIL"

Candidate No	Word	Excel	PowerPoint	Access	Total	Results
CCCA -21	35	40	50	25	?	?
22	90	75	35	00	?	?
23	60	30	70	40	?	?
24	70	60	100	50	?	?
Average	?	?	?	?		

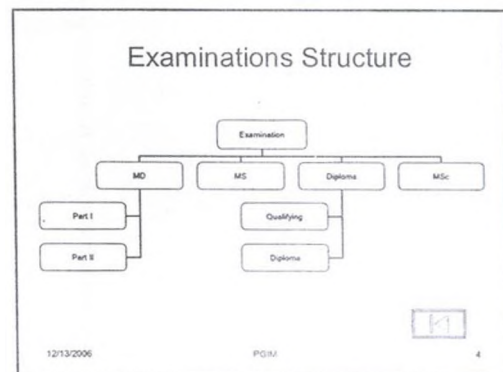
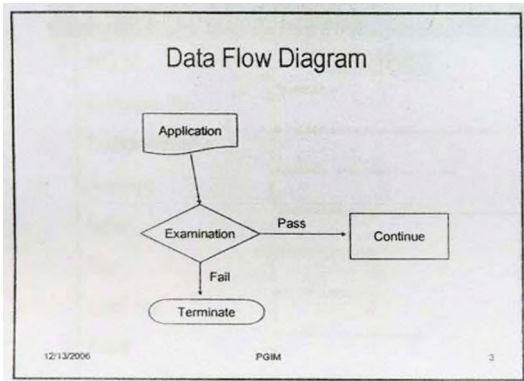
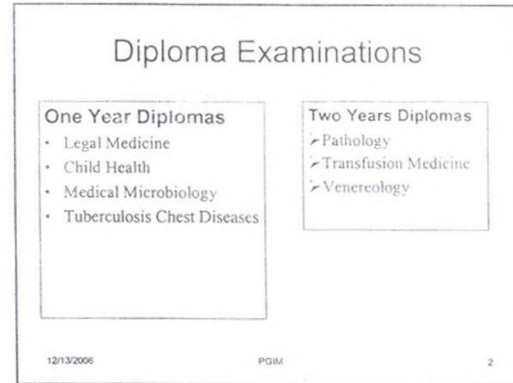
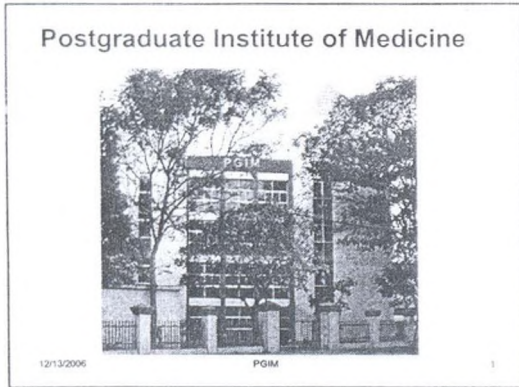
3.

Prepare the graph as shown below using a table with relevant data and put titles to the graph as shown (formatting the data table is not necessary)



POWER POINT

Prepare the following presentation.(Make use of the image 10cated in desktop media folder)



For Slide 1 - Put animation effect to picture: Entrance as "Diamond" with Start "On Click".

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Insert Date, Footer & Page No for all slides

ACCESS

1. **Create a Access database** by the name **SALES** and create a **table** named "**Customers**" using the following details in the same database.

Field Name	Field Size	Data Type
RECID		Autonumber
Customer No	5	Text(Primary Key)
Customer Name	25	Text
Address	20	Text
Item	20	Text
Qty		Number
UnitPrice		Number
Total		Number

2. **Use the wizard to generate following form.**

3. **Enter Following Data using the above form.**

RECID	Customer No	CustomerName	Address	Item	Qty	UnitPrice	Total
1	1111	K U Perera	Colombo 07	Toner	2	6000	12000
2	1234	K C Gamage	Galle	CDs	100 ^s	50	5000
3	7654	Wasantha	Kalutara	Photocopy Paper	2	500	1000
4	5432	Withanage	Galle	Toner	1	6000	6000

4. **Crearte a Query** to view records of Total value exceed Rs. 1000/=
5. **Create a report** to display the following details of the customers with Total value exceed Rs 1000./=

CustomerName Item Qty Total