

POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO

CERTIFICATE OF COMPETENCE IN COMPUTER APPLICATIONS (CCCA)
MARCH, 2007

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 as your **Index Number** on the Desktop of your computer(Eg CCCA-21). **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

I. Type following text with same formatting

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

Diploma in Child Health Examination – November, 2006

**MCQ Paper – Monday, 06th November, 2006
Time : 9.30 a.m. – 12.00 noon**

INSTRUCTIONS TO CANDIDATES

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE MAKING ANY MARKS ON YOUR ANSWER SHEETS

The following question is an example :-

10. Recognised consequences of portal vein thrombosis include
- A. ankle oedema
 - B. oesophageal varicies
 - C. varicocele
 - D. granulocytopenia
 - E. hypercholesterolaemia

The fees charged from foreign students

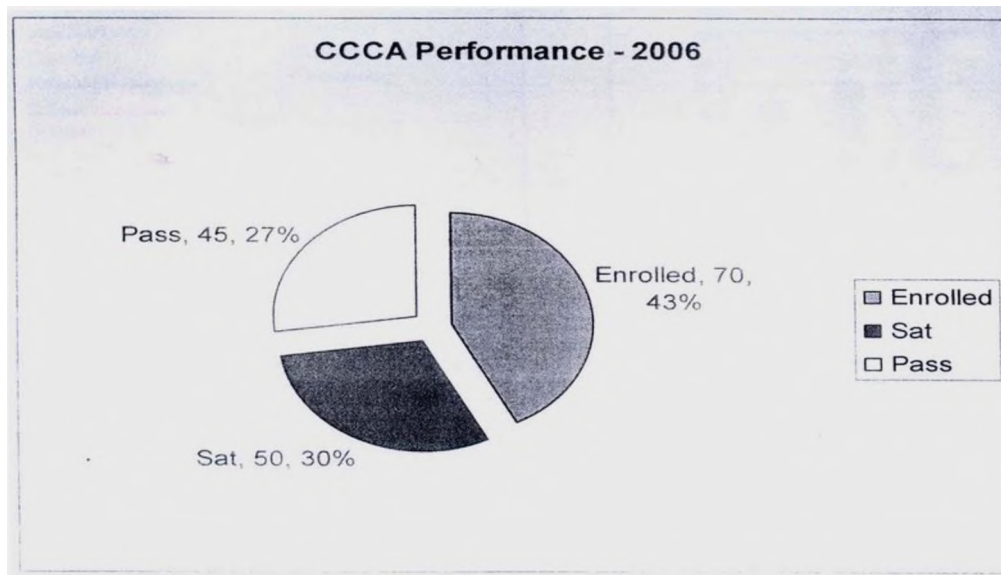
| Particulars | | Fees | | |
|-------------|---------|---------------------|-----------------|-----------------------------|
| | | Non-SAARC (US\$) | SAARC (US\$) | Bhutan & Maldives (US\$) |
| Course | Diploma | 7000 | 6000 | 5000 |
| | MSc | | | |
| | MD/MS | | | |
| Examination | | 500 | 500 | 170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

EXCEL

1. Prepare this table with appropriate formatting and use Excel functions to calculate total and average to the 1st decimal point.
2. Use Excel functions to get Result as "PASS" if Total ≥ 50 or else "FAIL"

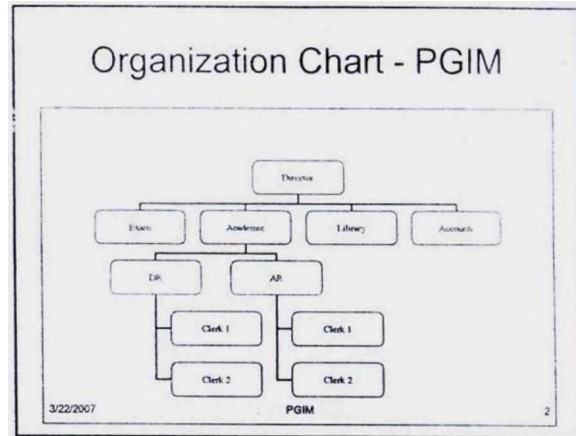
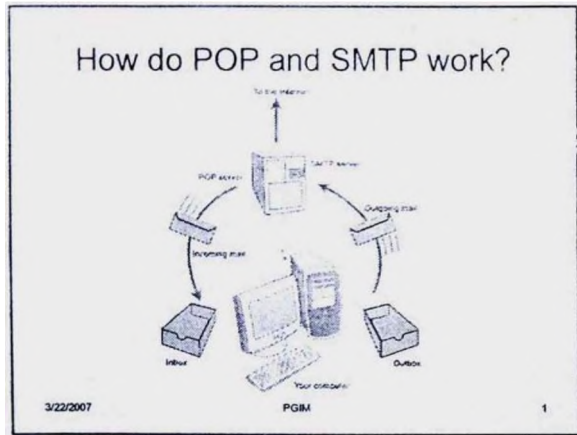
| Candidate No | Word | Excel | PowerPoint | Access | Total % | Results |
|--------------|------|-------|------------|--------|---------|---------|
| CCCA -21 | 10 | 10 | 15 | 10 | ? | ? |
| 22 | 25 | 15 | 15 | 00 | ? | ? |
| 23 | 15 | 5 | 20 | 10 | ? | ? |
| 24 | 20 | 15 | 25 | 15 | ? | ? |
| Average | ? | ? | ? | ? | | |

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 located in desktop media folder)

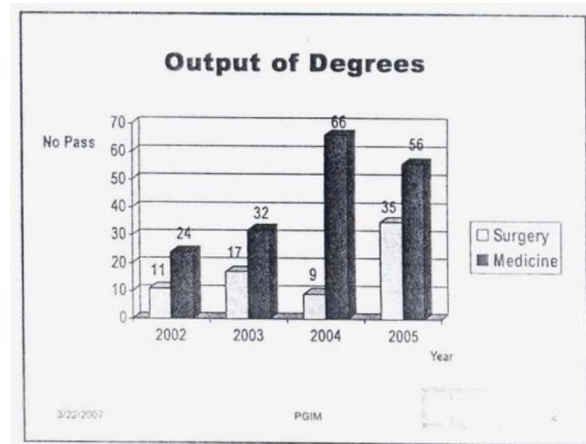


- ### Diploma Examinations
- #### One Year Diplomas

 1. Legal Medicine
 2. Child Health
 3. Medical Microbiology
 4. Tuberculosis Chest Diseases

Two Years Diplomas

 - ❖ Pathology
 - ❖ Transfusion Medicine
 - ❖ Venereology
- 3/22/2007 PGIM 3



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.

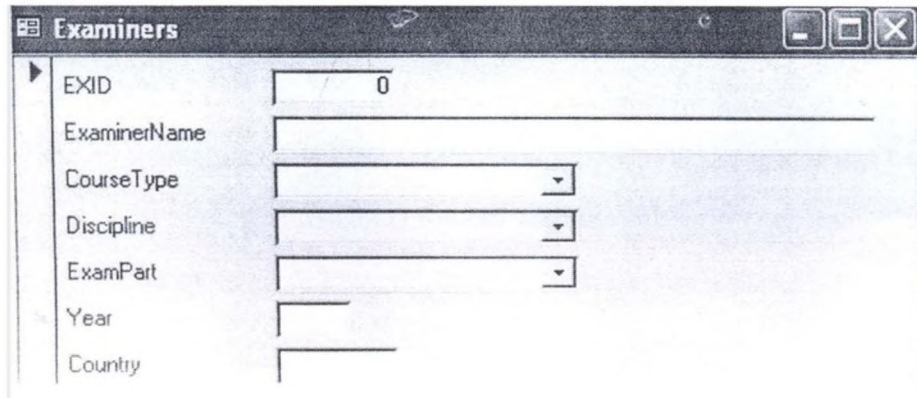
Insert Date, Footer & Page No for all slides

ACCESS

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

| Field Name | Width | Type |
|---------------|-------|-----------------------|
| ExID | | Numeric (Primary Key) |
| Examiner Name | 25 | Text |
| Course Type | 2 | Text |
| Discipline | 25 | Text |
| Exam Part | 7 | Text |
| Year | 4 | Text |
| Country | 10 | Text |

2. Use the wizard to generate following form



3. Enter Following Data using the above form

| EXID | ExaminerName | CourseType | Discipline | ExamPart | Year | Country |
|------|----------------------|------------|--------------------|----------|------|---------|
| 1 | Dr. Rajesh Kumar | MD | Community Medicine | Part II | 2003 | INDIA |
| 2 | Dr. Ian Levack | MD | Anaesthesiology | Part II | 2005 | UK |
| 3 | Mr. C. S. Ubhi | MS | Surgery | Part II | 2003 | UK |
| 4 | Mr. Timothy R. Terry | MS | Surgery | Part II | 2004 | UK |
| 5 | Mr. Keith Prowse | MD | Medicine | Part II | 2003 | UK |

4. Create a Query to view records of examiners who came in year 2003.
5. Create a report to display the following details of examiners who came from "UK"
Examiner Name Discipline Year

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

Master Copy

**Certificate of Competence in Computer Applications (CCCA)
June, 2007**

Instructions to Candidates

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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**

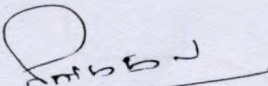
Make a folder as your **Index Number** on the Desktop of your computer(Eg CCCA-21).

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**.


SAR/Examinations

WORD

1. Type following text with same formatting (get the picture from media folder in desktop)



Postgraduate Institute of Medicine University of Colombo

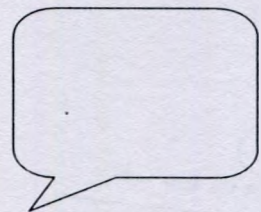
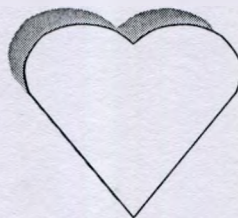
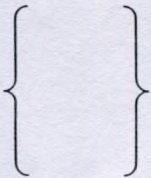
HALL BOOKING – MS(OBSTETRICS & GYNAECOLOGY) PART II EXAMINATION

We very much appreciate if the side hall of the administration Block or Hall No. 01, of new anatomy block could be booked for the PGIM to conduct above examination on following day. We would also require the services of hall attendant on these dates.

TIME TABLE I

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

INSERTING SHAPES



Excel

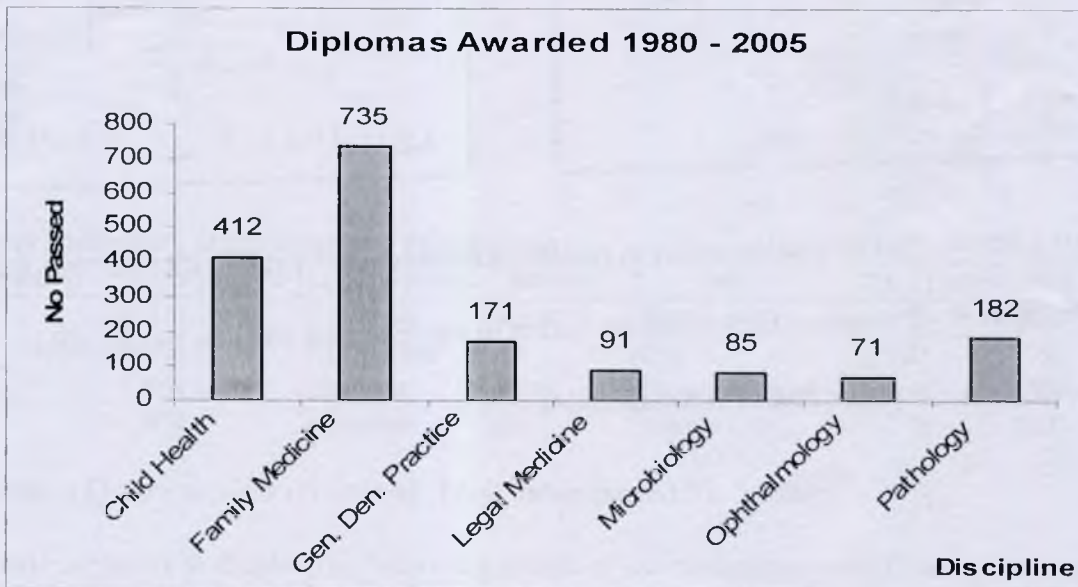
1. Prepare this table with appropriate formatting and use Excel functions to find the values. Calculate total and average to the 1st decimal point. Use Excel functions to get the Result as "PASS" if Total \geq 150 or else FAIL".

Postgraduate Institute of Medicine University of Colombo

Final Results Sheet

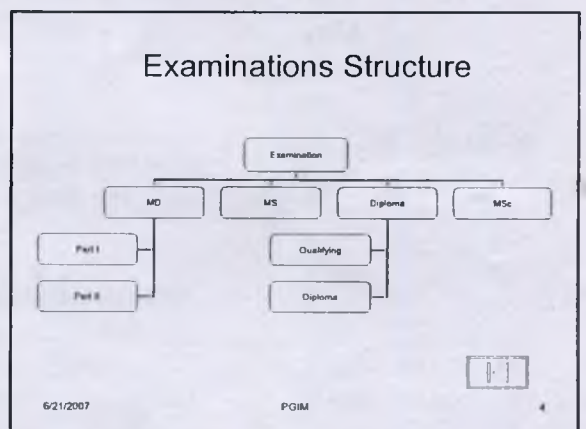
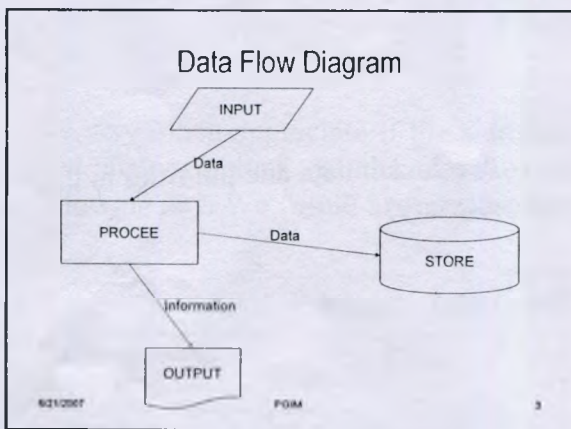
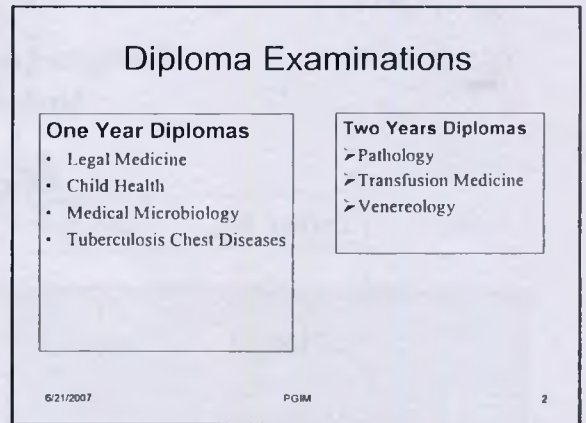
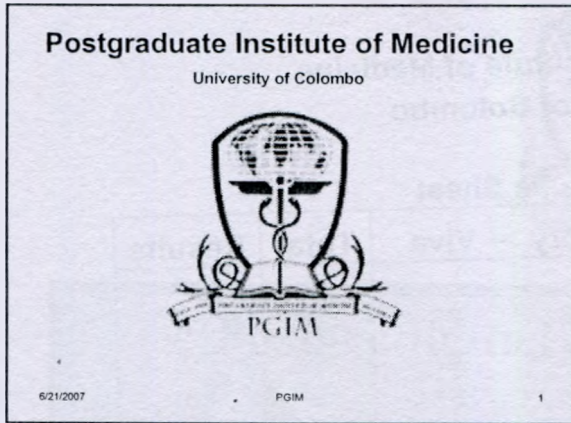
| Index No | MCQ | Theory | Viva | Total | Results |
|----------|------|--------|------|-------|---------|
| CCCA-1 | 48.0 | 34.8 | 65 | ? | ? |
| CCCA-2 | 56.8 | 45.9 | 47 | ? | ? |
| CCCA-3 | 65.6 | 57.0 | 56 | ? | ? |
| CCCA-4 | 74.4 | 68.1 | 67 | ? | ? |
| CCCA-5 | 83.2 | 79.2 | 34 | ? | ? |
| CCCA-6 | 92.0 | 90.3 | 87 | ? | ? |
| Min | ? | ? | ? | | |
| Max | ? | ? | ? | | |
| 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)



PowerPoint

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



For Slide 1 – Put animation effect to picture: **Emphasis** as “**Spin**” 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 **SALES** and create a table named **"Customers"** using the following details in the same database.

| Field Name | Field Size | Data Type |
|--------------|------------|-------------------|
| RECID | | Autonumber |
| CustomerNo | 5 | Text(Primary Key) |
| CustomerName | 25 | Text |
| Address | 20 | Text |
| Item | 20 | Text |
| Qty | | Number |
| UnitPrice | | Number |
| Total | | Number |

2. Use the wizard to generate following form

Record: 6 of 6

3. Enter Following Data using the above form

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

4. Create 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

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

**Certificate of Competence in Computer Applications (CCCA)
September, 2007**

Instructions to Candidates

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Examination Duration : 1 hour and 30 minutes

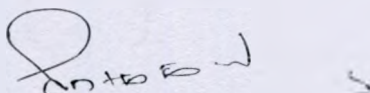
Make a folder as your **Index Number** on the Desktop of your computer(Eg CCCA-21).

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**.


SAR/Examinations

WORD

1. Type following text with the same formatting

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

Diploma in Child Health Examination – November, 2006

INSTRUCTIONS TO CANDIDATES

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE MAKING ANY MARKS ON YOUR ANSWER SHEETS

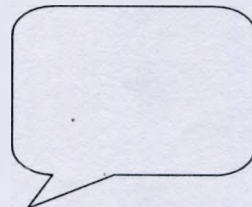
The following question is an example :-

| |
|---|
| 10. Recognised consequences of portal vein thrombosis include |
| A. ankle oedema |
| B. oesophageal varicies |
| C. varicocele |
| D. granulocytopenia |
| E. hypercholesterolaemia |

TIME TABLE I

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

INSERTING SHAPES



Marking

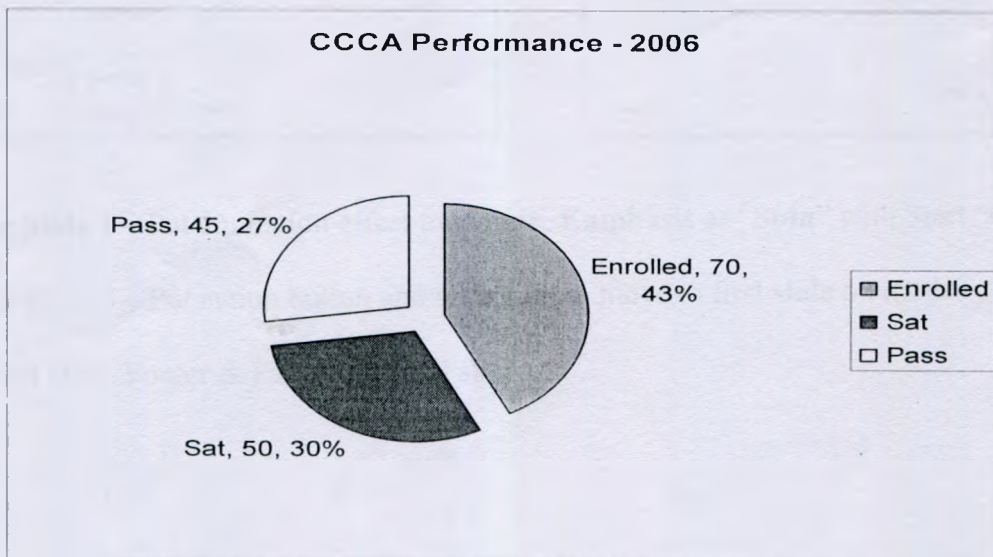
| | | |
|---------------------------------------|-----------|--|
| Typing of Text/Presentation | 10/5/0 | |
| Spelling | 5/0 | |
| Font Styles & Aligns | 15/10/5/0 | |
| Text Box –Border + Shading | 10/5/0 | |
| - Bullets | 10/5/0 | |
| Insert Line + Water mark | 10/5/0 | |
| Table – Create/Content/Heading | 15/10/5/0 | |
| - Merging cells | 15/10/5/0 | |
| - Shapes | 10/5/0 | |

Excel

1. Prepare this table with appropriate formatting and use Excel functions to find the values. Calculate total and average to the *1st decimal point*. Use Excel functions to get Result as "PASS" if Total ≥ 150 or else FAIL".

| Index No | MCQ | Theory | Viva | Total | Results |
|----------|------|--------|------|-------|---------|
| CCCA-1 | 48.0 | 34.8 | 65 | ? | ? |
| CCCA-2 | 56.8 | 45.9 | 47 | ? | ? |
| CCCA-3 | 65.6 | 57.0 | 56 | ? | ? |
| CCCA-4 | 74.4 | 68.1 | 67 | ? | ? |
| CCCA-5 | 83.2 | 79.2 | 34 | ? | ? |
| Min | ? | ? | ? | | |
| Average | ? | ? | ? | | |

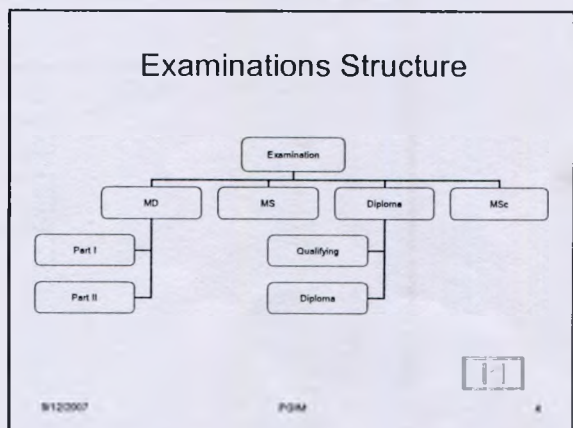
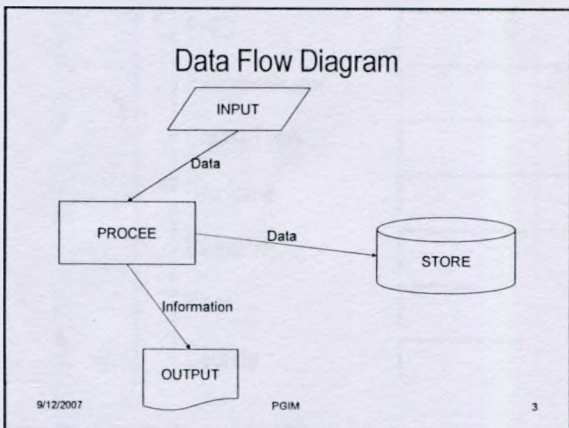
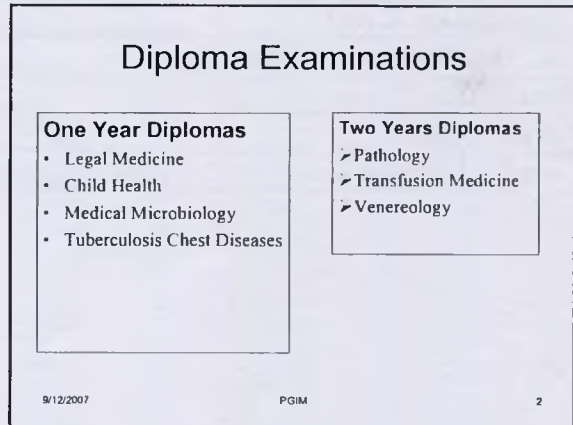
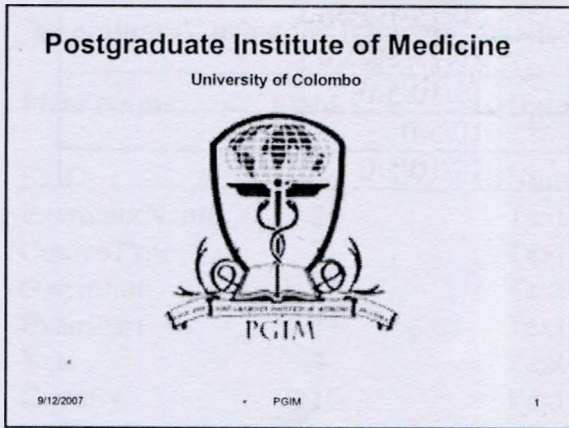
2. Prepare the graph as shown below using a table with relevant data and put titles to the graph as shown (formatting the data table is not necessary)



| | | |
|----------------------|-----------------|--|
| Table – Titles | 10/5/0 | |
| - Alignments | 10/5/0 | |
| - Formulas | 25/20/15/10/5/0 | |
| - Data Formatting | 15/10/5/0 | |
| - Column Heading | 10/5/0 | |
| | | |
| Graph – Create Table | 10/5/0 | |
| - Title | 10/5/0 | |
| - Data labels | 10/5/0 | |

PowerPoint

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



For Slide 1 – Put animation effect to picture: **Emphasis** as “**Spin**” 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

Marking

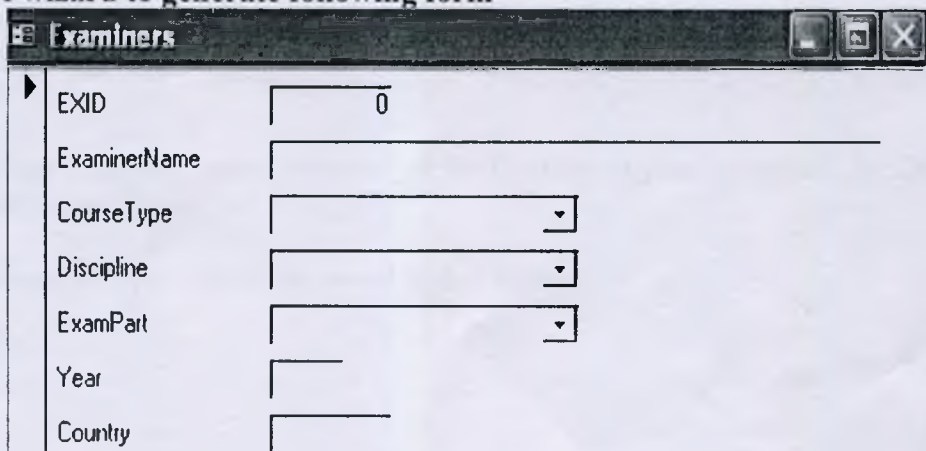
| | | |
|-------------------------------|--------------|--|
| Picture Insert | 10/0 | |
| Picture Animation | 10/5/0 | |
| Organization Chart | 20/15/10/5/0 | |
| 2nd Slide Layout & Formatting | 20/15/10/5/0 | |
| Flow Chart | 15/10/5/0 | |
| Action Button | 10/5/0 | |
| Date/footer/Page No | 15/10/5/0 | |

ACCESS

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

| Field Name | Field Size | Data Type |
|--------------|------------|------------------------|
| ExID | | Numeric (Primary Key) |
| ExaminerName | 25 | Text |
| CourseType | 2 | Text |
| Discipline | 25 | Text |
| ExamPart | 7 | Text |
| Year | 4 | Text |
| Country | 10 | Text |

2. Use the wizard to generate following form



3. Enter Following Data using the above form

| EXID | ExaminerName | CourseType | Discipline | ExamPart | Year | Country |
|------|----------------------|------------|--------------------|----------|------|---------|
| 1 | Dr. Rajesh Kumar | MD | Community Medicine | Part II | 2003 | INDIA |
| 2 | Dr. Ian Levack | MD | Anaesthesiology | Part II | 2005 | UK |
| 3 | Mr. C.S. Ubhi | MS | Surgery | Part II | 2003 | UK |
| 4 | Mr. Timothy R. Terry | MS | Surgery | Part II | 2004 | UK |
| 5 | Mr. Keith Prowse | MD | Medicine | Part II | 2003 | UK |

4. Create a Query to view records of examiners who came from "UK"

5. Create a report to display the following details of examiners who came in year 2003

ExaminerName Discipline Year

Marking

| | | |
|-------------------|---------------|--|
| Table Design | 20/15/10/5/0 | |
| Creating Form | 15/10/0 | |
| Data Entry | 20/10/5/0 | |
| Creating query | 20/10/5/0 | |
| Generating report | 25/20/15/10/0 | |

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

**Certificate of Competence in Computer Applications (CCCA)
December, 2007**

Instructions to Candidates

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Examination Duration : 1 hour and 30 minutes

Make a folder as your **Index Number** on the Desktop of your computer(Eg **CCCA-21**).
Never use your Name

Answers/assignments should be saved in this **folder**.

SAR/Examinations

WORD

1. Type following text with same formatting

The PGIM is the only institute in Sri Lanka that is responsible for the specialist training of Medical doctors. It is a national institute that is attached to the University of Colombo. It is internationally recognised and several of its training programmes have 'equivalence' recognition by the Royal Colleges of the UK.

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Former Directors

- Dr. SA Cabraal(1978)
- Prof. R G Panabokke(1990)
- Dr. J B Peiris (1995)
- Professor Lalitha Mendis(2002)

The fees charged from foreign students

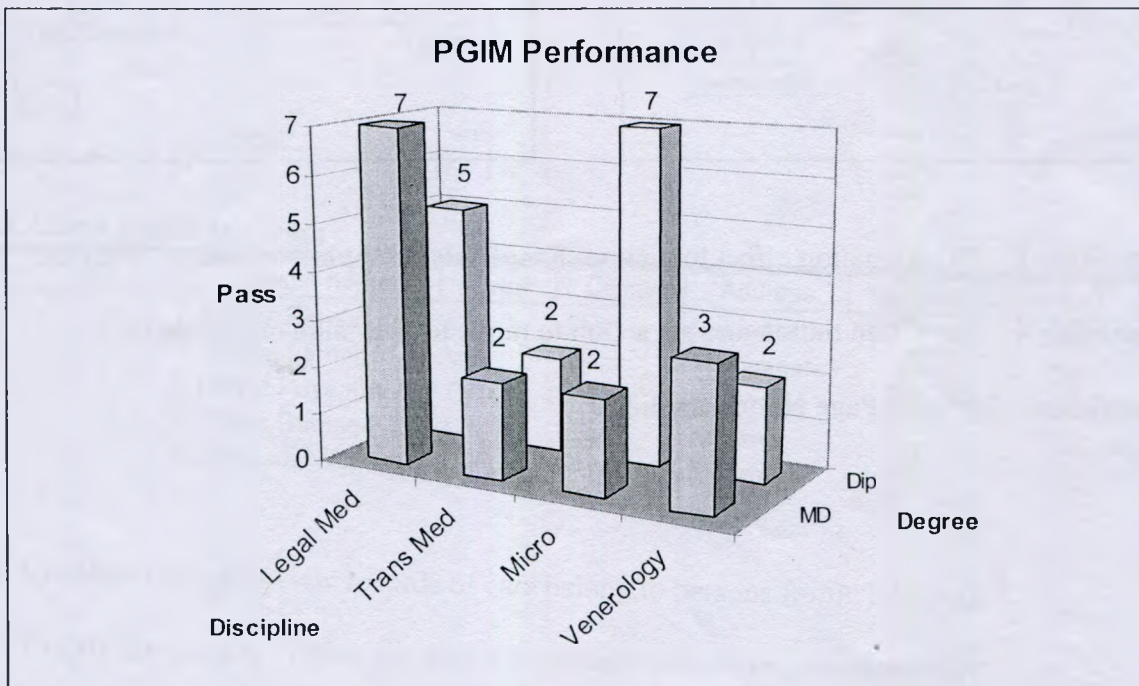
| Particulars | | Fees | | |
|-------------|---------|------------------|--------------|--------------------------|
| | | Non-SAARC (US\$) | SAARC (US\$) | Bhutan & Maldives (US\$) |
| Course | Diploma | 7000 | 6000 | 5000 |
| | MSc | | | |
| | MD/MS | | | |
| Examination | | 500 | 500 | 170 |

EXCEL

1. Prepare this table with appropriate formatting and use Excel functions to calculate total and average to the 1st 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 | 35.75 | 46 | 53 | 29 | ? | ? |
| 22 | 90.00 | 75 | 35 | 00 | ? | ? |
| 23 | 60.75 | 30 | 72 | 47 | ? | ? |
| 24 | 70.25 | 63 | 100 | 50 | ? | ? |
| Average | ? | ? | ? | ? | | |
| Maximum | ? | ? | ? | ? | | |


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)



PowerPoint

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

Postgraduate Institute of Medicine

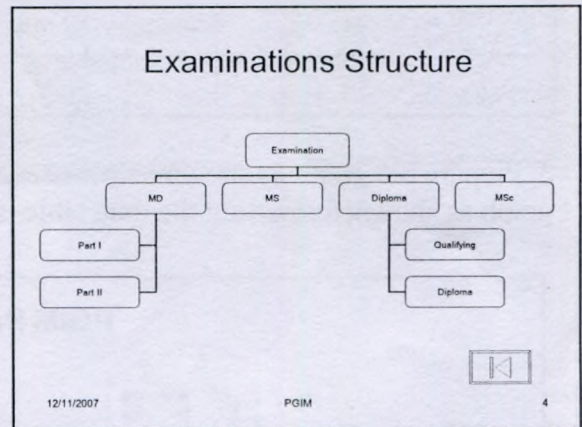
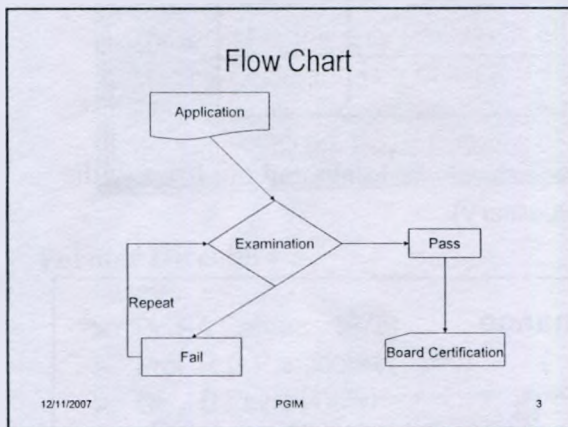


12/11/2007 PGIM 1

Diploma Examinations

| | |
|---|---|
| One Year Diplomas <ul style="list-style-type: none">I. Legal MedicineII. Child HealthIII. Medical MicrobiologyIV. Tuberculosis Chest Diseases | Two Years Diplomas <ul style="list-style-type: none"><input type="checkbox"/> Pathology<input type="checkbox"/> Transfusion Medicine<input type="checkbox"/> Venereology |
|---|---|

12/11/2007 PGIM 2



For Slide 1 – Put animation effect to picture: **Emphasis** as “**Spin**” 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 **VEHICLES** and create a table named "Vehicles" using the following details in the same database.

| Field Name | Field Size | Data Type |
|----------------------|------------|----------------------------|
| ID | | Autonumber |
| Owner name | 25 | Text(Primary Key) |
| Type | 10 | Text |
| Colour | 10 | Text |
| Address | 50 | Text |
| Year of Registration | | Number |
| Registration No | 10 | Text |

2. Create following form

Record: 1 of 6

3. Enter Following Data

| ID | Owner name | Type | Colour | Address | Year of Registration | Registration No |
|----|-----------------|------|--------|------------|----------------------|-----------------|
| 1 | Emalie Perera | Car | Blue | Dehiwala | 2002 | WPHE4682 |
| 3 | Harsha Fernando | Van | Black | Maharagama | 2004 | WPHE6825 |
| 2 | Kamal Priyantha | Car | Green | Dehiwala | 2000 | WPKA6471 |
| 4 | Pasan Gamage | Car | Blue | Kottawa | 2002 | WPHI1256 |
| 5 | Sampath Nihal | Car | Black | Kohuwala | 2002 | WPGS2846 |

4. Create a Query to view records of cars belong to persons from "Dehiwala"

5. Create a report to display the following details of Cars registered in 2002

Owner name Address Registration No