

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

**Certificate of Competence in Computer Applications (CCCA)
March, 2008**

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

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

WORD

1. 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

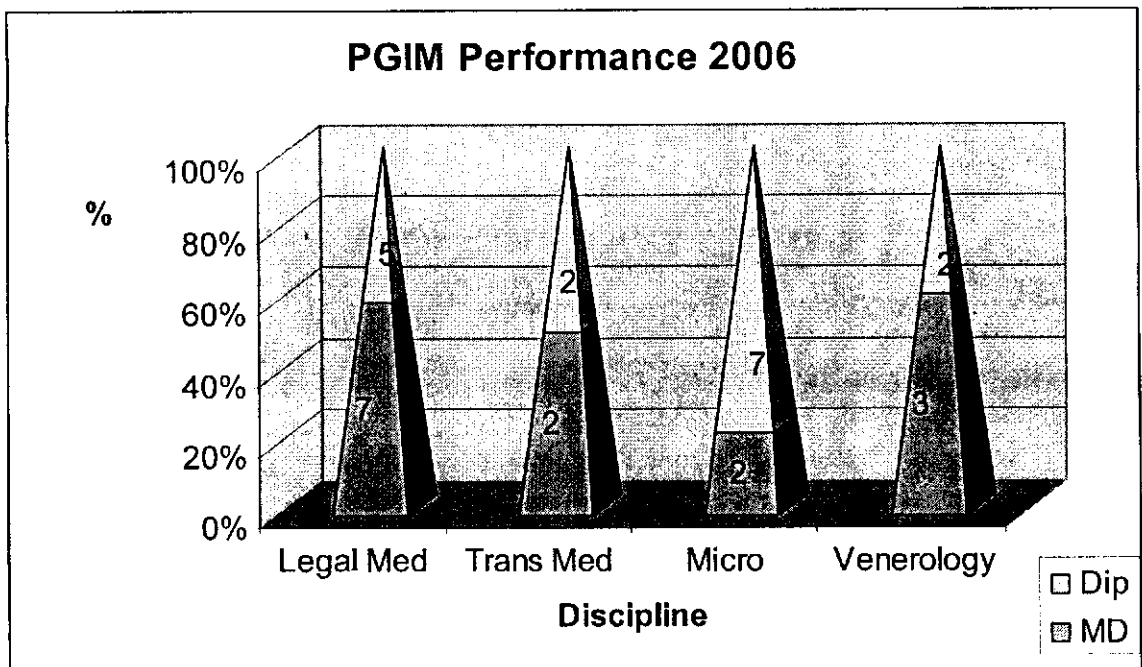
Particulars		Fees		
		Non-SAARC (US\$)	SAARC (US\$)	Bhutan & Maldives (US\$)
Course	Diploma			
	MSc	7000	6000	5000
	MD/MS			
Examination		500	500	170

Excel

1. Use Excel to Prepare this bill with appropriate formatting and use Excel functions to calculate Totals.

Particulars \ Name	Mr. Perea	Mr. Silva	Mr. Fernando	Total
EARNINGS				
Basic Salary	25000	33000	28000	?
Allowances	1250	1500	1625	?
Cost of Living	1000	1200	1100	?
Gross Pay	?	?	?	
DEDUCTIONS				
EPF (10% of Basic Salary)	?	?	?	?
Loan Installment	1100	2540	3200	?
Total Deductions	?	?	?	?
Net Pay	?	?	?	?


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)

Postgraduate Institute of Medicine



3/4/2008 PGIM 1

Diploma Examinations

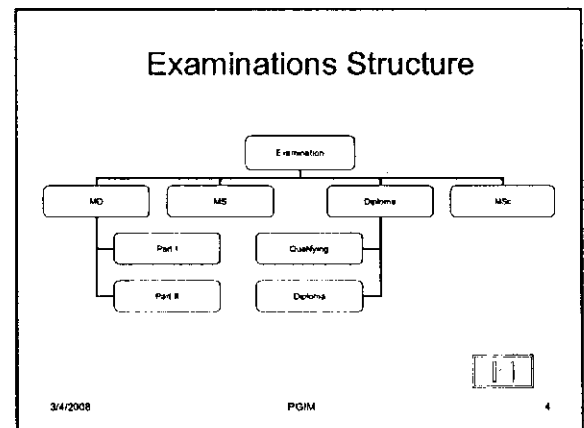
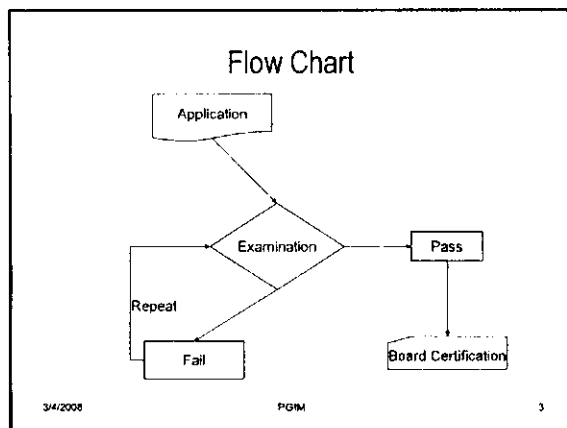
One Year Diplomas

- I. Legal Medicine
- II. Child Health
- III. Medical Microbiology
- IV. Tuberculosis Chest Diseases

Two Years Diplomas

- Pathology
- Transfusion Medicine
- Venereology

3/4/2008 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.

Apply Slide Transition “Blinds Horizontal” to all slide with speed “Medium”

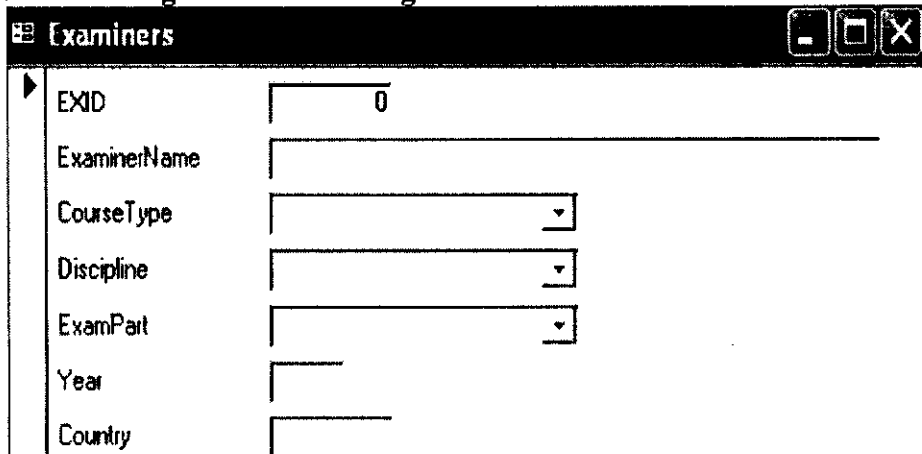
Insert Date, Footer & Page No for all slides

ACCESS

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

Field Name	Width	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 in year 2003

5. Create a report to display the following details of examiners who came from "UK"

ExaminerName	Discipline	Year
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