

Master Key

**POSTGRADUATE INSTITUTE OF MEDICINE  
UNIVERSITY OF COLOMBO**

**Certificate of Competence in Computer Applications (CCCA)  
January, 2009**

**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 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 :-

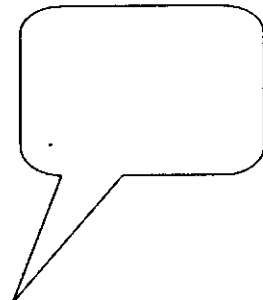
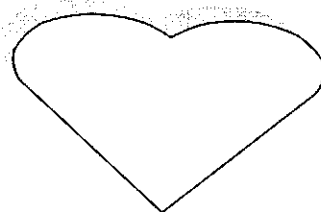
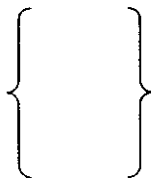
10. Recognised consequences of portal vein thrombosis include

- 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 1	Monday 10 <sup>th</sup> Dec. 2006	9.00 am	12.00 noon	11

#### INSERTING SHAPES

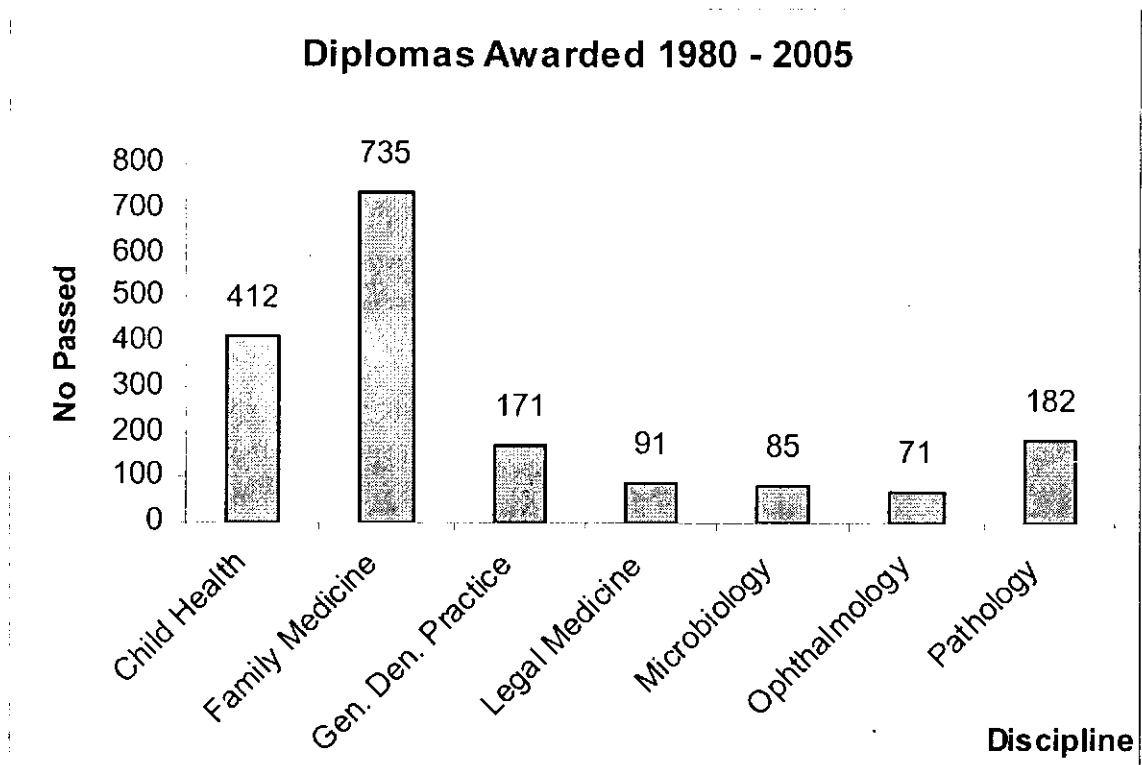


## Excel

1. Prepare this table with appropriate formatting and use Excel functions to find the values. Calculate total and average to the *1<sup>st</sup> decimal point*. Use Excel functions to get Result as "PASS" if Total  $\geq 150$  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)

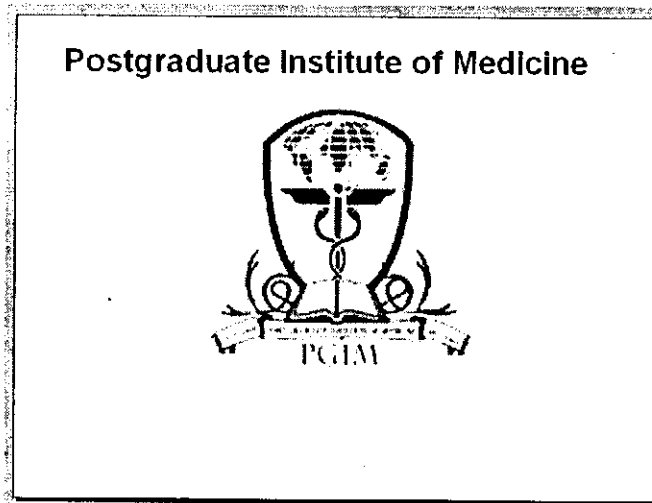


## PowerPoint

Create the following slides using presentation software.

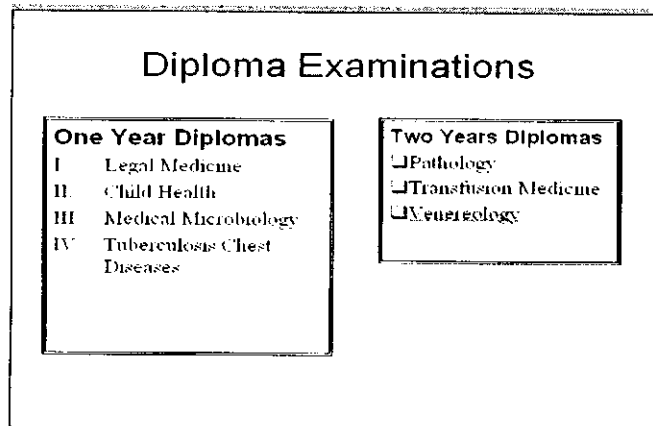
1. Apply any design Template
2. Insert the Current Date and Page No on the bottom of all pages
3. Apply any background color for the first slide
4. Apply any animation effect to the picture of the Slide1
5. Insert an action button to the last slide and set action to "End Show"
6. Add slide transition to all slides.
7. Make slides to run automatically until the Esc key is pressed.

Slide 1

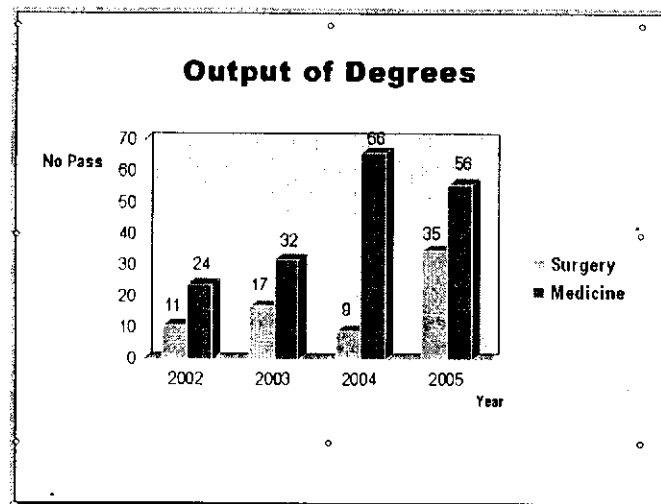


Get picture  
from Desktop  
Media Folder

Slide 2



Slide 3

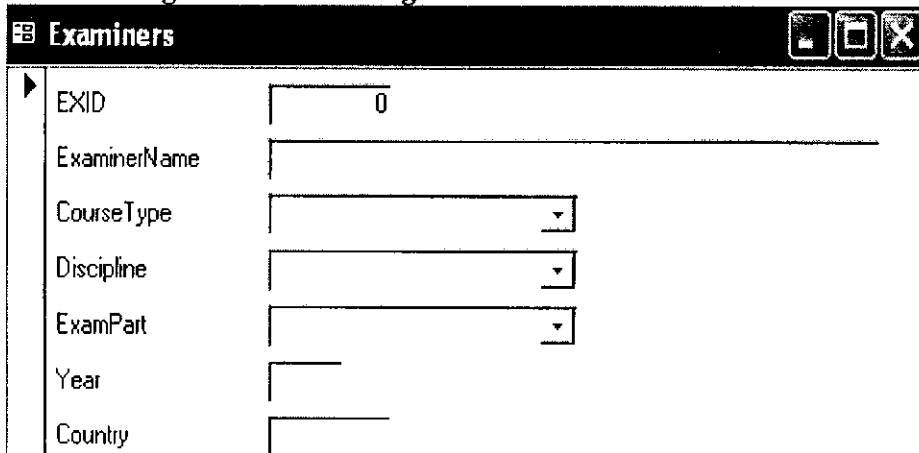


## ACCESS

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**