

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

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


SAR/Examinations

MS Word

Type following text with same formatting

Postgraduate Institute of Medicine

University of Colombo

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

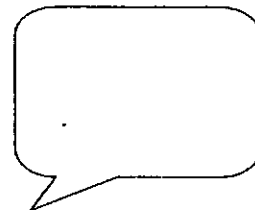
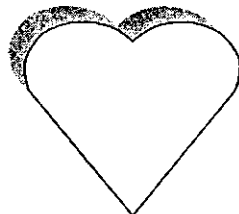
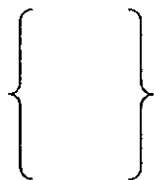
PG Programmes conducted by the PGIM

- Diploma Programmes
- MD Programmes
- MS Programmes

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

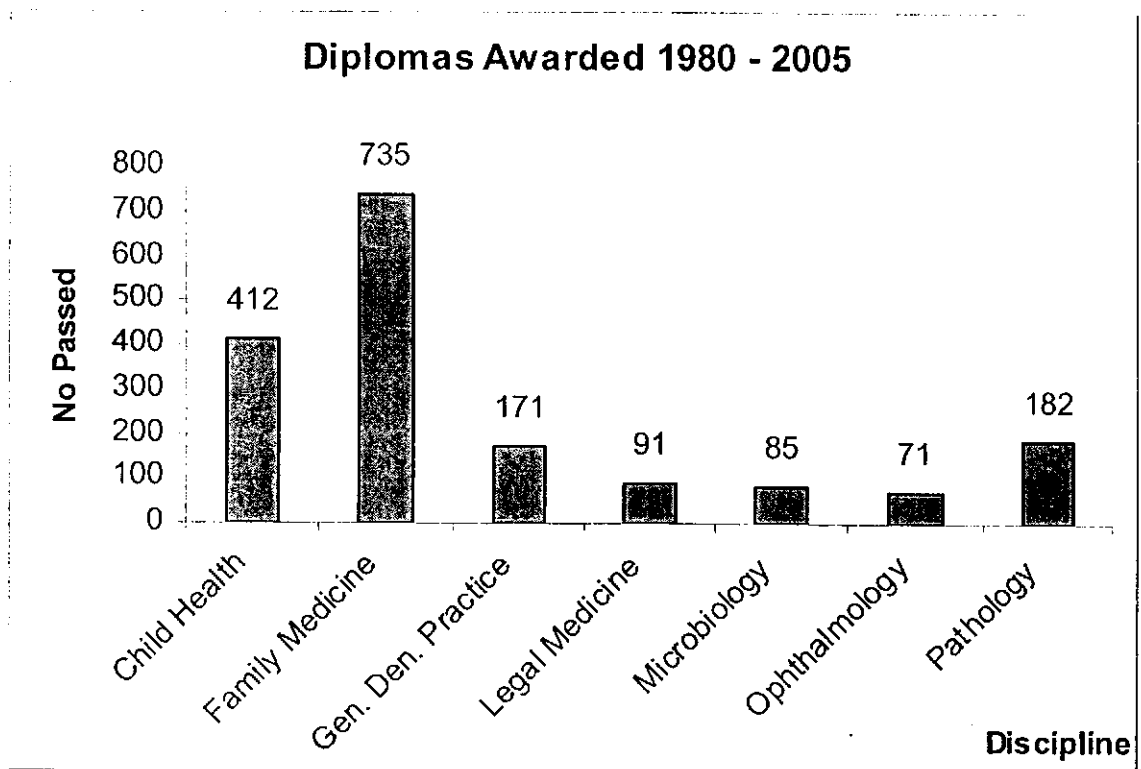


Excel

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 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	?	?	?		

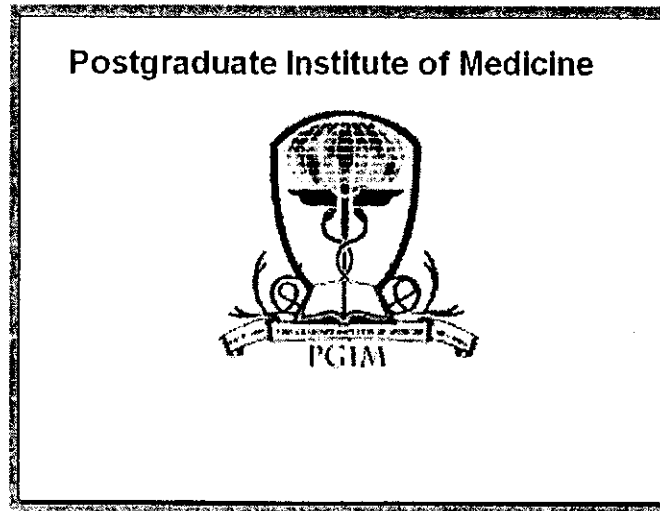
2. Prepare the graph as shown below using a table with relevant data and put titles to the graph as shown (formatting the data table is not necessary)



PowerPoint

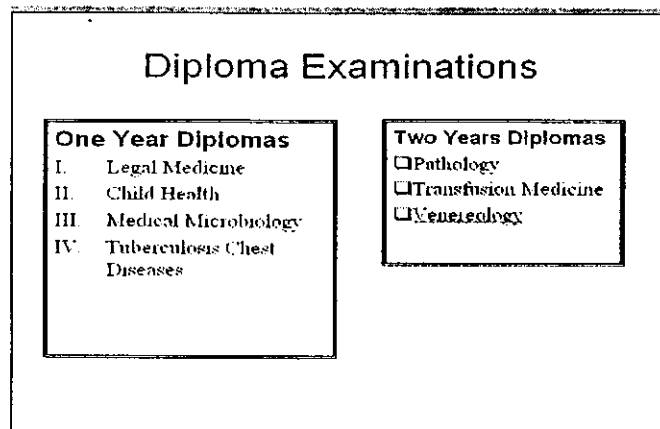
Create the following slides using presentation software.

Slide 1

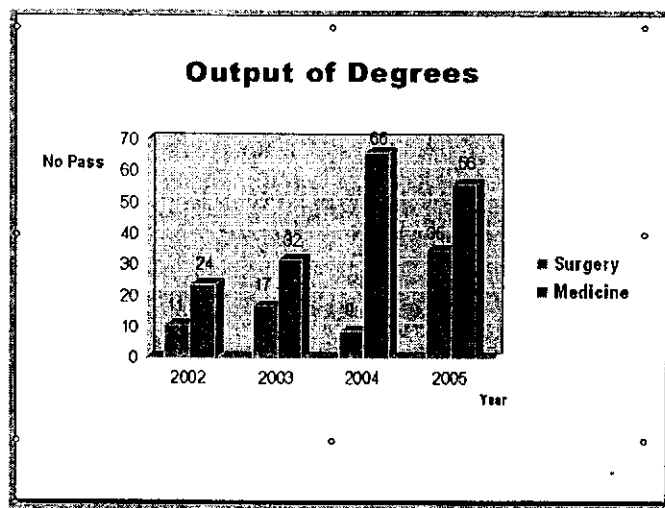


Get picture from Desktop Media Folder

Slide 2



Slide 3



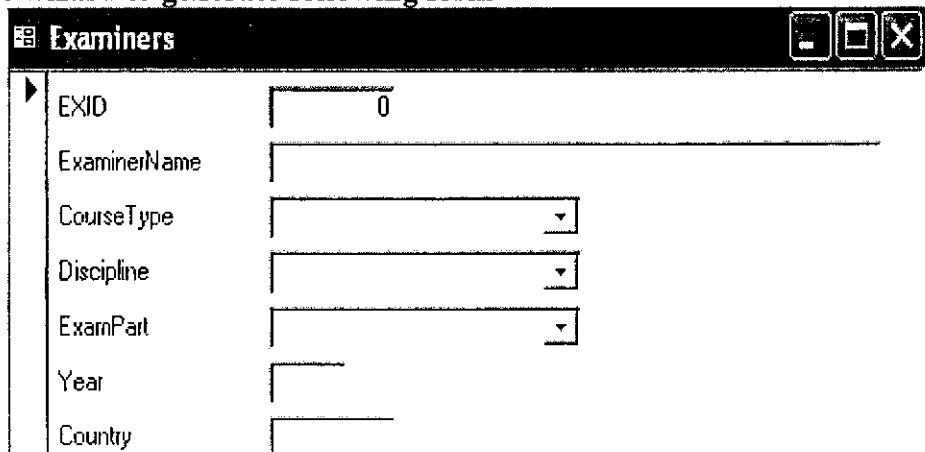
1. Apply any design Template
2. Insert Date, Footer and Page No on the bottom of all slides
3. Apply any background color for the first slide
4. Apply any animation effect to the picture of the Slide1
5. Add any slide transition to all slides.

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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