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**POSTGRADUATE INSTITUTE OF MEDICINE  
UNIVERSITY OF COLOMBO**

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

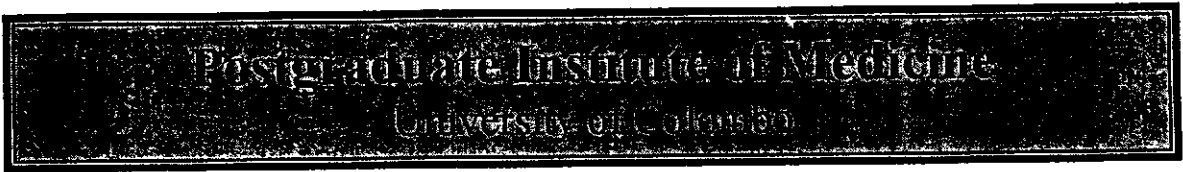
Examination Duration : **1 hour and 30 minutes**

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**.

MS Word

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.

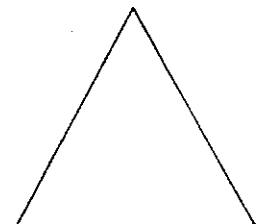
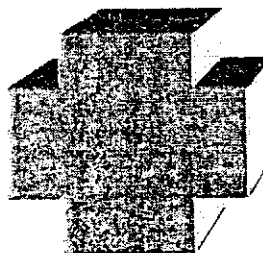
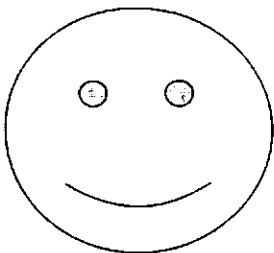
### PG Programmes conducted by the PGIM

1. Diploma Programmes
  - One Year Diplomas
  - Two year Diplomas
2. MD Programmes
3. MS Programmes

### TIME TABLE I

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

### INSERTING SHAPES

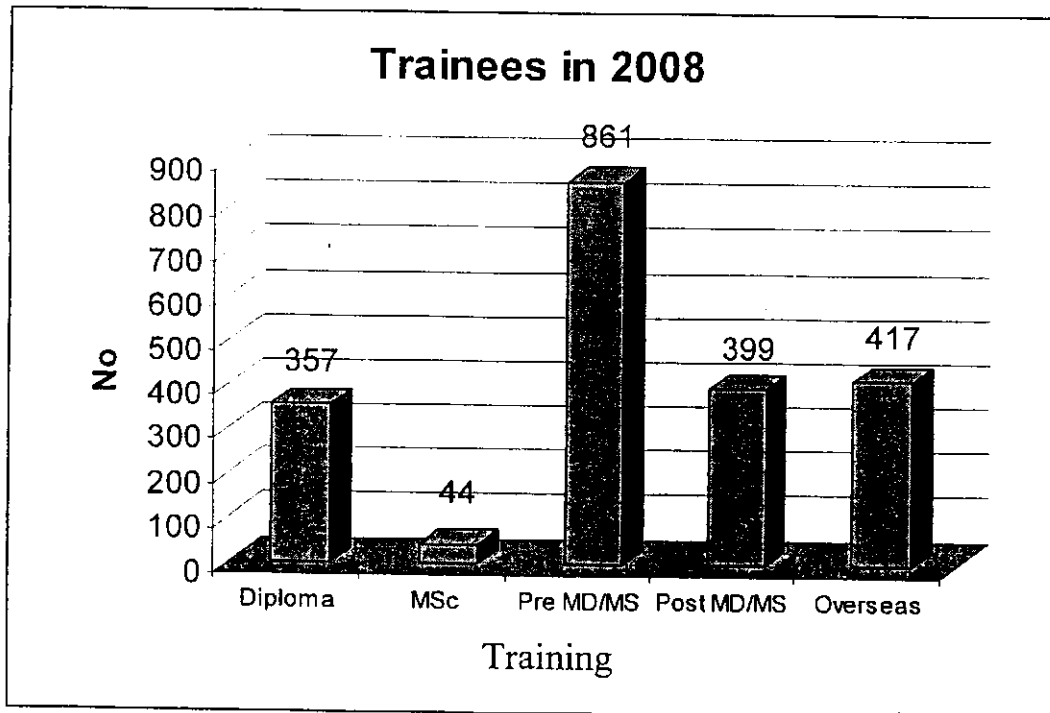


## Excel

1. Prepare this table with appropriate formatting and use Excel functions to find the values. Calculate total and average to the *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	34	65		?
CCCA-2	56	45	47		?
CCCA-3	65	57	56		?
CCCA-4	71	68	67		?
CCCA-5	83	79	34		?
Min	?	?	?		
Average	?	?	?		

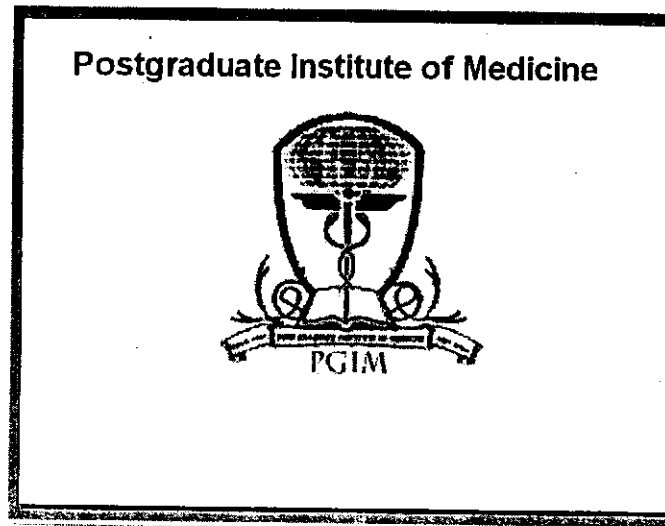
2. Prepare the graph as shown below using a table with relevant data and put titles to the graph as shown (formatting the data table is not necessary)



## PowerPoint

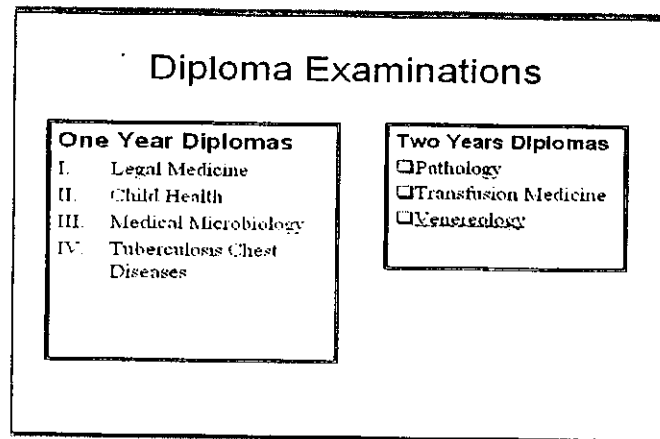
Create the following slides using presentation software.

Slide 1

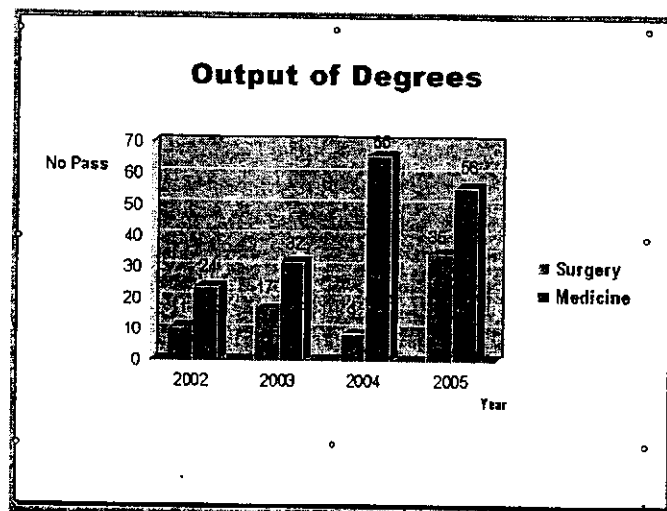


Get picture from Desktop Media Folder

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 **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( <b>Primary Key</b> )
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	Car	Blue	Dehiwala	1999	WPHE4682
2	Kamal	Car	Green	Dehiwala	2002	WPKA6471
3	Harsha	Van	Black	Maharagama	2002	WPHE6825
4	Pasan	Car	Blue	Kottawa	2003	WPHI1256
5	Sampath	Car	Black	Kohuwala	2005	WPGS2846

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

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

**Owner name                      Address                      Registration No**