

POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO

Certificate of Competence in Computer Applications (CCCA)
August, 2010

Instructions to Candidates

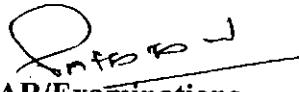
Please READ before you begin

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.

PGIM conducts Computer Training Course to make PGIM trainees and trainers and SLMC registered medical officers competent in basic computer techniques.

Course Contents

- Introduction to H/W and S/W
- Internet and Email
- MS Office 2007
 1. Word
 2. Excel
 3. PowerPoint
 4. Access
- SPSS
- PUBMED Search

TIME TABLE

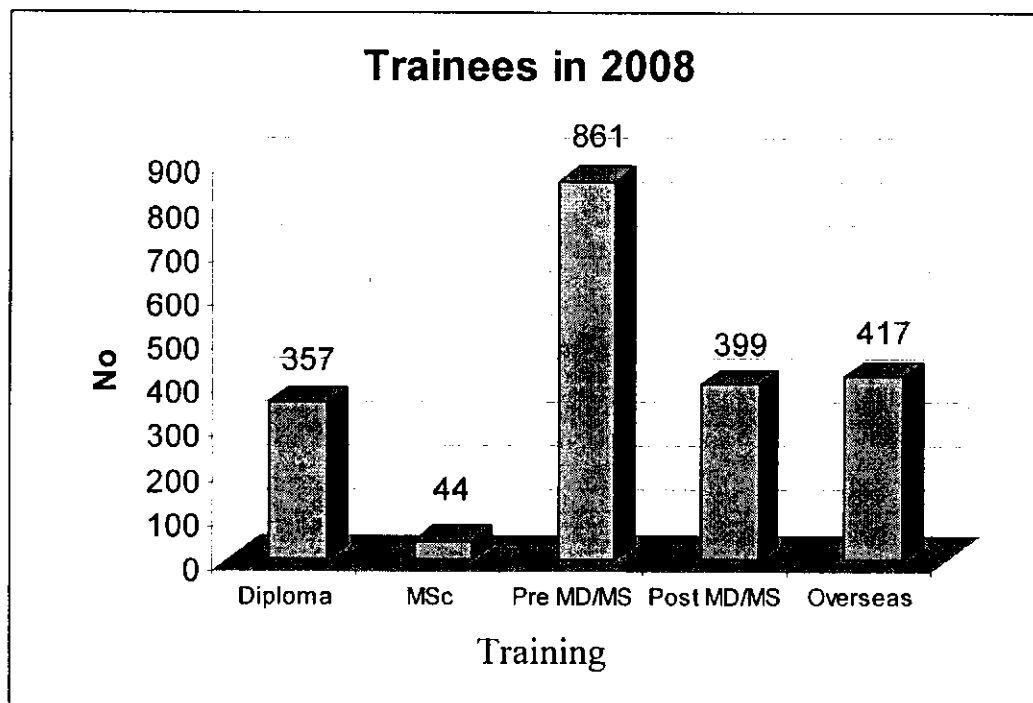
Examination	Date and Time	Application	No of Candidates
		Word	
CCCA	13 th Aug. 2010 1.30 – 3.00 PM	Excel	08
		PowerPoint	
		Access	

Excel

1. Prepare this table with appropriate formatting and use Excel functions to find the values. Use Excel functions to calculate total, Min and Average and get Result as "PASS" if Total ≥ 200 or else **FAIL**.

Index No	Word	Excel	PP	Access	Total	Results
CCCA-1	100	100	95	20		?
CCCA-2	50	50	50	50		?
CCCA-3	100	0	100	0		?
CCCA-4	74	68	67	0		?
CCCA-5	30	70	40	40		?
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

Postgraduate Institute of Medicine



PGIM

8/10/2010 PGIM

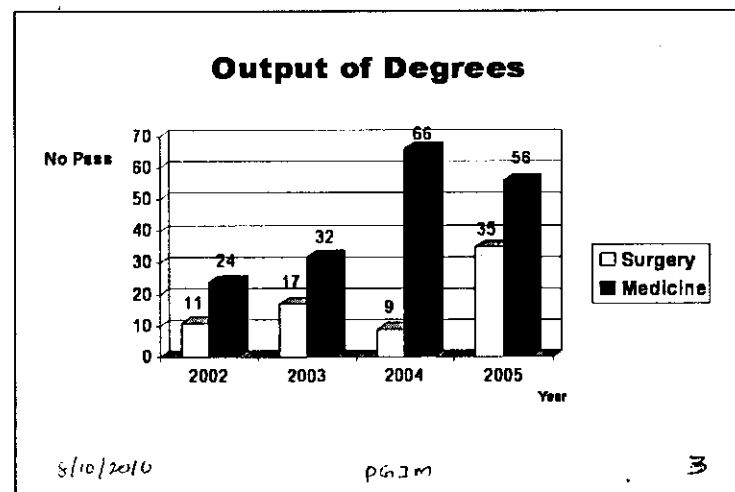
Slide 2

Computer Training

MS Office	Other Applications
<ul style="list-style-type: none">• Word• Excel• PowerPoint• Access	<ol style="list-style-type: none">1. HW and SW2. Internet3. SPSS4. PUBMED Search

8/10/2010 PGIM

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 and create a table named "Trainees" using the following details in the same database.

Field Name	Data Type	Field Size
ID	Autonumber	
SLMC	Text	5
LASTNAME	Text	15
SPECIALTY	Text	15
PERIOD	Number	
PLACE	Text	15

Select SLMC as Primary Key

2. Create a Form to Enter Data

Enter following data

ID	SLMC	LASTNAME	SPECIALTY	PERIOD	PLACE
1	65562	GAMAGE	CARDIOLOGY	1095	NHSL
2	57291	PERERA	NEUROLOGY	730	TH-KANDY
3	67234	DE SILVA	CARDIOLOGY	1095	NHSL
4	67543	RIYAZ	GEM MED	365	TH-RAGAMA
5	66547	KUMARA	NEUROLOGY	730	TH-KANDY
6	65478	ALWIS	CARDIOLOGY	1095	NHSL

3. Queries

Create Query to get records of (Save each query with separate names)

1. Trainees in NHSL
2. Trainees with PERIOD > 365 days

4. Reports

Create report with following field for all trainees

SLMC, LASTNAME, SPECIALTY, PLACE