

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

**Certificate of Competence in Computer Applications (CCCA)
October, 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

WORD

1. Type following text with the same formatting

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

Diploma in Family Medicine Examination – November, 2010

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

Items B and D are true; items A, C and E are false. These would be recorded in the answer sheet as follows:

10

	A	B	C	D	E
T	X	X		X	X
F			X		

If you do not know the answer, leave both relevant squares blank.

**DO NOT REMOVE
LEAVE THIS BOOK ON YOUR DESK .**

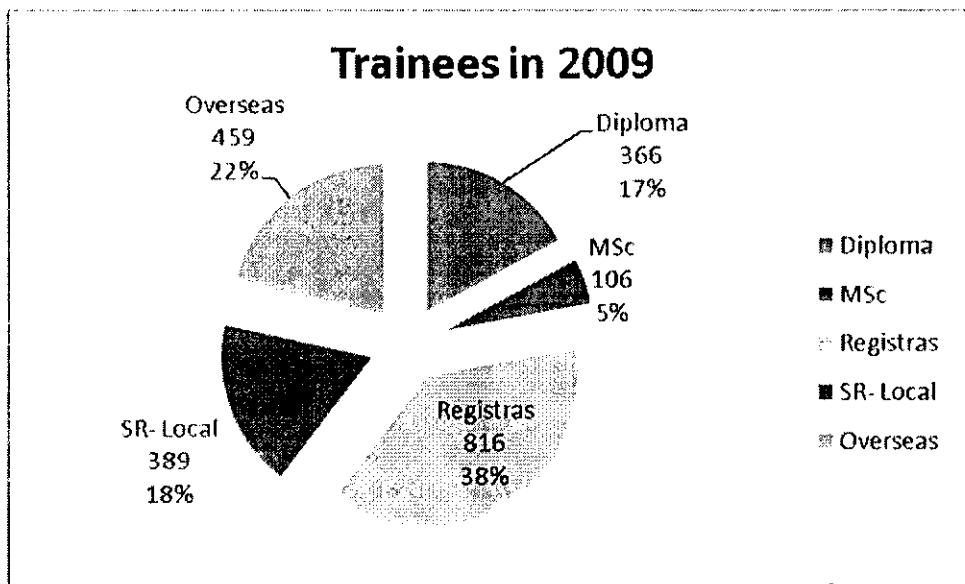
Excel

1. A. Prepare this table with appropriate formatting and use Excel functions to calculate total and average to the 1st decimal point.
2. Use Excel functions to get Result as "PASS" if Total ≥ 200 or else "FAIL"

Results Sheet
MD (Anesthesiology) Examination – July, 2010

Candidate No	Anatomy	Physiology	Pathology	Total	Results
MDANA -01	75	60	55.45	?	
02	63	43	32.86	?	
03	48	86	73.64	?	
04	59	43	46.38	?	
Average	?	?	?		

3. Prepare the graph as shown below using a table with relevant data




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 1

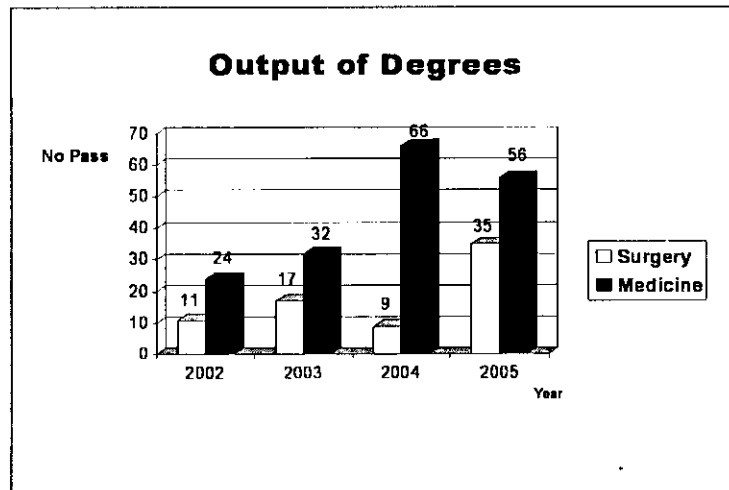
Slide 2

Diploma Examinations

One Year Diplomas	Two Years Diplomas
I. Legal Medicine	❖ Pathology
II. Child Health	❖ Transfusion Medicine
III. Medical Microbiology	❖ Venereology
IV. Tuberculosis Chest Diseases	

10/19/2010 PGIM 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 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