

THE OPEN UNIVERSITY OF SRI LANKA

B.A IN ENGLISH AND ENGLISH LANGUAGE TEACHING -

LEVEL 6

FINAL EXAMINATION

December 2012

COMPUTERS & ELT

LSU 4104

DURATION

TWO HOURS (02 hours)



DATE: 13. 12. 2012

TIME: 1.30 pm. - 3.30 pm.

ANSWER ALL QUESTIONS IN PART (A) and ONE FROM PART (B) and TWO FROM PART (C).

USE THE PAPER PROVIDED TO ANSWER THE QUESTIONS.

PART A

1. A program that lets you enter numerical data, calculate the data with mathematical formulae and create charts
  - (a) Table in Microsoft Office Word
  - (b) Microsoft Excel
  - (c) Word document
  - (d) Microsoft Tables
2. To have a crossed line running through text (example: ~~crossed line~~), what effect must be applied?
  - (a) Indent
  - (b) Subscript
  - (c) Emboss
  - (d) Strikethrough
3. If you want to calculate the Average of data you have entered on a Excel document, you must select the required data and then select
  - (a) Conditional Formatting
  - (b) AutoSum
  - (c) Sort & Filter
  - (d) Evaluate Formula

4. If you want to send your Word document to a friend through e-mail, you add the document as
- (a) Forward
  - (b) Attachment
  - (c) Inclusion
  - (d) Document
5. If you want to check and change the order of the slides of your PowerPoint presentation you need to use the function
- (a) Slide show
  - (b) Slide sorter view
  - (c) Outline view
  - (d) Notes view
6. The CPU stands for the
- (a) Central Primary Unit
  - (b) Control Primary Unit
  - (c) Control Processing Unit
  - (d) Central Processing Unit
7. "Zipping" a file results in it being
- (a) Attached
  - (b) Compressed
  - (c) transmitted
  - (d) deleted
8. What is the motion path in a PowerPoint presentation?
- (a) Advancing slides
  - (b) Moving between slides
  - (c) Animate fonts and graphics
  - (d) Insert fonts and graphics
9. Using the References tab on a Word document, you can
- (a) Insert footnotes
  - (b) Insert a picture
  - (c) Insert page numbers
  - (d) All of the above
10. When you select some text and press the 'Control' and 'C' keys simultaneously, you
- (a) Control the text
  - (b) Copy the text
  - (c) Cite the text
  - (d) Delete the text

11. To check the software system running on your computer, you can find it in the
- (a) My Computer folder
  - (b) Programs folder
  - (c) Device Manager folder
  - (d) System folder
12. To change the desktop background, you can right-click on the desktop and choose the 'Personalize' option
- (a) True
  - (b) False
13. To insert a template onto your PowerPoint slides, you need to access the
- (a) Template tab
  - (b) View tab
  - (c) Design tab
  - (d) Insert tab
14. When you want to write the word CO<sub>2</sub>, to lower the figure '2', you must use the following effect
- (a) Lowered
  - (b) Shadow
  - (c) Superscript
  - (d) Subscript
15. The advantage of using Microsoft Office Excel is
- (a) Tables of data can be created
  - (b) Create charts from entered data
  - (c) Calculations can be done automatically
  - (d) All of the above
16. If you select specific parts of a text on a Word document, and click on the 'Control' and 'B' keys simultaneously, you will
- (a) Break the text into paragraphs
  - (b) Bold the text
  - (c) Underline the text
  - (d) Emboss the text

- (4)  
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17. If you save a Word document as a Word 2010 file, you can open the document on a computer that has Microsoft 2003-2007 only installed.
- (a) True (c) false
18. If a Word document has the extension ".docx", this means the document is
- (a) not saved properly (c) is saved as a Word 2003-2007 file  
(b) saved as an unknown file (d) saved as a Word 2010 file
19. If your computer gets stuck and you are unable to shut it down, the safest and best way to shut it down is
- (a) Switch off the CPU (c) Unplug the computer  
(b) Press CTRL, ALT and DEL twice (d) All of the above
20. The 30-20-10 rule applies to
- (a) Word documents (c) Excel documents  
(b) PowerPoint presentations (d) all of the above
21. To enter a Comment into a Word document, choose the
- (a) Insert menu (c) Review menu  
(b) Reference menu (d) View menu
22. To enter a bulleted list of items into a document, you must select the items and click on
- (a) Insert menu (c) Tools menu  
(b) Edit menu (d) Format menu
23. To enter a page number on your document, you must use the
- (a) Home menu (c) Header and Footer tab  
(b) Insert Menu (d) Pages Menu
24. To leave a 1.5 line spacing on your document, you must use the
- (a) Font tab (c) Insert menu  
(b) Paragraph tab (d) Styles tab

25. To highlight a paragraph of text on your document you must use the
- (a) Font tab
  - (b) Paragraph tab
  - (c) Review menu
  - (d) Page Layout menu

(40 marks)

### PART B

26. You are asked to write an article at work and the article requires the following actions to be taken. Please give a flow chart indicating the steps you will take to complete each requirement.

Eg: type the title "English Language in Crisis" on a document: open Microsoft office → Open Microsoft Word document → Type in the title.

- a) Underline and make the title bold

(03 marks)

- b) Ensure that the sentences all end at the end of the document, and not in a staggered style like this:

Albert Chinua Achebe was born on November 16, 1930, in Ogburn, a large village in Nigeria. Although he was the child of a Protestant missionary and received his early education in English, his upbringing was multicultural, as the inhabitants of Ogburn still lived according to many aspects of traditional Igbo (formerly written as Ibo) culture. Achebe attended the Government College in Umuahia from 1944 to 1947. He graduated from University College, Ibadan, in 1952. While he was in college, Achebe studied history and theology. He also developed his interest in indigenous Nigerian cultures, and he rejected his Christian name, Albert, for his indigenous one, Chinua.

Existing document

Albert Chinua Achebe was born on November 16, 1930, in Ogburn, a large village in Nigeria. Although he was the child of a Protestant missionary and received his early education in English, his upbringing was multicultural, as the inhabitants of Ogburn still lived according to many aspects of traditional Igbo (formerly written as Ibo) culture. Achebe attended the Government College in Umuahia from 1944 to 1947. He graduated from University College, Ibadan, in 1952. While he was in college, Achebe studied history and theology. He also developed his interest in indigenous Nigerian cultures, and he rejected his Christian name, Albert, for his indigenous one, Chinua.

Style required

(03 marks)

c) Insert a footnote

(05 marks)

d) Insert a picture and ensure that the text continues around the picture as follows:

Albert Chinualumogu Achebe was born on November 16, 1930, in Ogidi, a large village in Nigeria. Although he was the child of a Protestant missionary and received his early education in English, his upbringing was multicultural, as the inhabitants of Ogidi still lived according to many aspects of traditional Igbo (formerly written as Ibo) culture. Achebe attended the Government College in Umuahia from 1944 to 1947. He graduated from University College, Ibadan, in 1953. While he was in college, Achebe studied history and theology. He also developed his interest in indigenous Nigerian cultures, and he rejected his Christian name, Albert, for his indigenous one, Chinua.



(04 marks)

e) Find a synonym for the word 'develop' from the feature given for this purpose in the Microsoft Word application, and replace it with the new word.

(03 marks)

f) Save the document as "Final Article"

(02 marks)

You are asked to create a data file on Microsoft Excel at work and the file requires the following actions to be taken. Please give a flow chart indicating the steps you will take to complete each requirement.

Eg:

Open a new Excel document: open Microsoft office → Open Microsoft Excel document →

The data you have entered into an Excel document is as follows:

|   | A            | B  | C  | D  | E | F |
|---|--------------|----|----|----|---|---|
| 1 | Perera       | 56 | 60 | 56 |   |   |
| 2 | Samaraweera  | 78 | 85 | 80 |   |   |
| 3 | Seneviratne  | 23 | 28 | 32 |   |   |
| 4 | Hakeem       | 89 | 46 | 75 |   |   |
| 5 | Kulatunga    | 56 | 59 | 62 |   |   |
| 6 | Chandramohan | 68 | 60 | 70 |   |   |
| 7 |              |    |    |    |   |   |
| 8 |              |    |    |    |   |   |
| 9 |              |    |    |    |   |   |

- a) Find the totals of each Column and enter the total into Row 7

(04 marks)

- b) Find the Average of each Row and enter the averages into Column E

(04 marks)

- c) Create a Pie Chart based on the results entered in Column E

(08 marks)

- d) Insert the pie chart into the Excel document

(02 marks)

- e) Save the document as "Final Table"

(02 marks)

**Part C**

28. You are asked to create a PowerPoint slide show presentation for a seminar. The content has been given to you and it requires the following actions to be taken. Please give a flow chart indicating the steps you will take to complete each requirement.

Eg: type the title "English Language in Crisis" on the title slide: Open Microsoft PowerPoint presentation → Insert a title box → Type in Title

- (a) Change the background of the presentation slides to the Autumn Leaves template

(03 marks)

- (b) Change all the titles of the slides into red coloured capitalized font

(02 marks)

- (c) Insert a picture into the title slide

(02 marks)

- (d) If the seminar is for 20 minutes, how many slides should there be ideally?

(03 marks)

- (e) Why do you say the above number of slides is ideal?

(03 marks)

- (f) Change the title to enter the screen from the left side

(03 marks)



- (g) Change the 'Thank you' in the final slide flash several times

(03 marks)

- (h) Save the slideshow as "Final Presentation"

(01 mark)

29. Now computers have been around for a long time. As the links between the web and people grew, so did the need for better computers. The Microsoft Office Word Application has now become an imperative in office environments. Discuss.

(20 marks)

30. The internet has become an excellent source of information on any topic and subject area. However, it is also being increasingly used to commit crimes such as plagiarism. As a teacher, what can you do to discourage and stop this trend ?

(20 marks)