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 Department of Examinations, Sri Lanka

First Efficiency Bar Examination of Development Officers'
 Service – 2015 (I) 2017 (2018)

(01) Office Systems

- Answer all questions in this paper itself.
- Write the answers clearly and legibly in blue or black ink only and not in pencil.

One hour

Page No.	Ques. No.	Marks Awarded
1	1 - 3	
2	4 - 6	
3	7 - 9	
4	10 - 12	
Total		
Marking Examiner		
Checked by		

Index No. :

1. Define the duties of an 'office' according to the definition given by 'E.C. Ayre'?

.....

.....

.....

.....

.....

(05 marks)

2. Management experts are of the view that there are advantages and more disadvantages caused by the use of office systems in government offices. Write five definite disadvantages that can be caused by using office systems.

(i)

(ii)

(iii)

(iv)

(v)

(05 marks)

3. State five benefits of office systems for an office.

(i)

(ii)

(iii)

(iv)

(v)

(05 marks)

[See page two



4. Briefly explain the following.

(i) Why should the task sequence system be used and re-created in order to simplify office systems?

.....
.....
.....
.....

(ii) What are office systems?

.....
.....
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.....

(05 marks)

5. Briefly describe what is an office inspection and state the **two** main methods of conducting an office investigation?

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.....
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.....

(05 marks)

6. Write **three** advantages and **three** disadvantages of indexing files?

Advantages (i)
(ii)
(iii)

Disadvantages (i)
(ii)
(iii)

(05 marks)



7. State **five** principles that should be considered in preparing common formats for public offices.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(10 marks)

8. Briefly describe the communication methods used in written communication.

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(10 marks)

9. There are fifteen important documents that an officer should pay attention to when assuming duty for the first time or assuming duty after a transfer. Name **ten** of them.

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)

(10 marks)



10. What are the qualities that should be appeared in an accurate filing system?

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(10 marks)

11. Describe in detail the documents that should **not** be sent to an archive?

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(15 marks)

12. What are the facts that should be taken into consideration in issuing copies of official letters and documents?

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(15 marks)

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First Efficiency Bar Examination of Development Officers' Service – 2015 (I) 2017 (2018)

(02) Accounting Systems

One hour

Page No.	Ques. No.	Marks Awarded
1	1 - 4	
2	5 - 9	
3	10 - 12	
Total		
Marking Examiner		
Checked by		

- Answer all questions in this paper itself.
- Write the answers clearly and legibly in blue or black ink only and not in pencil.

Index No. :

1. State **four** sources of Finance used in the preparation of Annual Budget.

- (i)
- (ii)
- (iii)
- (iv)

(08 marks)

2. State **four** types of limits relating to the Advance Accounts shown in the Annual Estimates.

- (i)
- (ii)
- (iii)
- (iv)

(08 marks)

3. State **four** types of receipts that are **not** considered as state revenue when preparing the Estimates of Revenue.

- (i)
- (ii)
- (iii)
- (iv)

(08 marks)

4. Mention **four** items which does **not** fall under the losses/damages given in Financial Regulations.

- (i)
- (ii)
- (iii)
- (iv)

(08 marks)

[See page two



5. Mention **four** methods of Procurement to be used in obtaining goods and service according to the procurement guidelines.

- (i)
 - (ii)
 - (iii)
 - (iv)
- (08 marks)*

6. Mention **four** types of statutory deductions that could be made from the salary of a government officer.

- (i)
 - (ii)
 - (iii)
 - (iv)
- (08 marks)*

7. Mention **four** stages of Delegation of Financial Authority in relation to expenditure in terms of F.R. No. 135.

- (i)
 - (ii)
 - (iii)
 - (iv)
- (08 marks)*

8. State **four** matters for which the prior authority (approval) of the Deputy Secretary to the Treasury is required for Posts, Cadre, Scales of salary, etc in terms of FR 71.

- (i)
 - (ii)
 - (iii)
 - (iv)
- (08 marks)*

9. State **four** types of sources of Laws (Regulation) to be followed up in the process of "payments" in a Government Department.

- (i)
 - (ii)
 - (iii)
 - (iv)
- (08 marks)*



10. State **four** types of 'warrants' signed by the Minister of Finance to release money from the Consolidated Fund.

- (i)
- (ii)
- (iii)
- (iv)

(08 marks)

11. State **five** matters to be followed up when a cheque, deposited by a Government Department, has been dishonoured by the Bank.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(10 marks)

12. Mention **five** matters, a second signatory to a cheque, issued by a Government Department is responsible to the Accounting Officer.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(10 marks)



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First Efficiency Bar Examination of Development Officers' Service – 2015(I)2017(2018)

(03) Computer Test

Two hours

Instructions to Candidates

Very Important :

Do not use Pencils
to write answers.



* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1 2 3 4

Write your Index Number here, and on pages 3, 5 and 7 in the spaces indicated.

.....

Checked as correct

.....

Invigilator's Initials

Important :

- * This paper consists of 75 questions on 15 pages.
- * Answer all questions on this paper itself.
- * Commence answering only after the Centre Supervisor's announcement.
- * Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- * Even if you are not attempting the paper hand it over to the Supervisor.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.
- * It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- * Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

For Examiner's use only

Page No.	Question No.	Marks Awarded
2	1 - 6	
3	7 - 12	
4	13 - 19	
5	20 - 26	
6	27 - 32	
7	33 - 37	
8	38 - 44	
9	45 - 50	
10	51 - 53	
11	54 - 61	
12	62 - 64	
13	65 - 68	
14	69 - 72	
15	73 - 75	
Total		

Final Score

In figures	
In words	
Marking Examiner	
Checked by	

■ For questions from No. 1 to 50, select the **correct or the most appropriate answer** and write the **number** of the relevant choice **on the dotted line** provided against the question.

1. Which of the following are good precaution /precautions to take against virus infections in computers?

- A – Usage of good anti-virus software
- B – Not opening email attachments from unknown sources
- C – Backing up files systematically

(1) A only (2) B only (3) C only (4) All A, B and C (.....)

● To answer questions 2 and 3 consider the following CPU specifications labelled A, B, C and D:

- A – AMD FX 6300; 3.5 GHz; Hexa core
- B – Intel Core i3 3220; 3.3 GHz; Dual core
- C – Intel Core i5 6200U; 2.3 GHz; Dual core
- D – Intel Core i7 6700K; 4 GHz; Quad core

2. Which of the above has the highest clock frequency?

(1) A (2) B (3) C (4) D (.....)

3. Which of the above has the highest number of processors per chip?

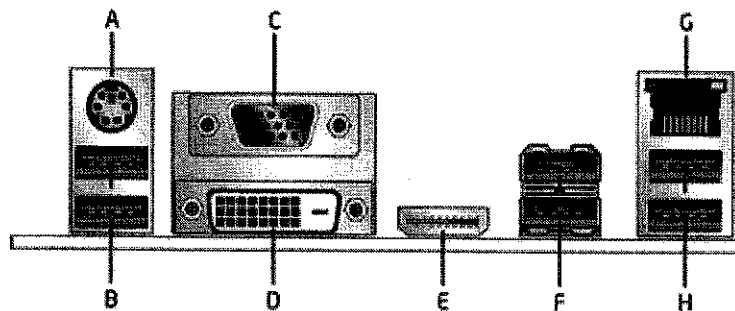
(1) A (2) B (3) C (4) D (.....)

4. Which of the following will increase the lifetime of a desktop computer?

- A – Protecting it from undesirable environmental elements like dust, water, extreme heat etc.
- B – Using a voltage stabilizer to protect it from power fluctuations
- C – Protecting it from hard shocks

(1) A only (2) B only (3) C only (4) All A, B and C (.....)

5. Following are some ports in the back panel of a computer:



Assume that the following have to be connected to the above computer:

- * A USB device
- * The keyboard cable
- * The network cable
- * The VGA cable (from screen)

Which of the following gives a suitable port matching for the above?

- (1) USB device: A, keyboard cable: B, network cable: E, VGA cable: G
- (2) USB device: B, keyboard cable: A, network cable: G, VGA cable: C
- (3) USB device: C, keyboard cable: E, network cable: F, VGA cable: A
- (4) USB device: D, keyboard cable: F, network cable: C, VGA cable: B (.....)

6. Which of the following is an operating system that can be obtained free of charge?




(1) Mac OS (2) Linux (3) Windows 10 (4) Windows Vista (.....)



7. Assume that your internet connected computer has both *Microsoft Windows* and *Linux* operating systems but *Microsoft Office* is not installed in it. If you have to type a document on it which of the following options could be taken?
- A - Using Google Docs
B - Using Libre Office Writer through Linux
C - Using Microsoft Excel
- (1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)
8. Consider the use of computers for the following requirements:
- A - To be used at the check-in/check-out desk of a library
B - To be used by a writer to work on an essay during his vacation
C - To be used by a sales representative who has to travel extensively as part of his work
- Which of the following gives a suitable computer combination to match the above requirements?
- (1) A : a desktop computer, B : a laptop computer, C : a tablet computer
(2) A : a laptop computer, B : a tablet computer, C : a desktop computer
(3) A : a tablet computer, B : a desktop computer, C : a laptop computer
(4) A : a tablet computer, B : a laptop computer, C : a desktop computer (.....)
9. Sama who works at the A.G.A. office at Wassanagama wants to select a password for her account on her office computer. Which of the following is the most suitable password choice for her?
- (1) agawassa (2) sama1234 (3) t8jr!*7 (4) wassa111 (.....)
10. Which of the following is a **false** statement regarding the *Microsoft Windows* system interface?
- (1) 'Hardware and Sound' is **not** an item in the *Control Panel* window.
(2) *Recycle Bin* contains all non-permanently deleted files.
(3) The *Word* application can be started by following All Programs → Microsoft Office → Microsoft Word.
(4) *Windows Explorer* allows to see the contents of different folders in the computer. (.....)
11. Suppose you just finished working on *Microsoft Word* and you saved your document in your USB flash drive. Before shutting your computer down, you remember that you were recommended to do the following tasks:
- A - Exit from Microsoft Word.
B - From the Windows Task Bar, select *Show Hidden Icons* → *Safely Remove Hardware* and select the relevant USB flash drive.
C - Pull out the USB flash drive.
- Which of the following is the preferred order of the above actions?
- (1) A, B, C (2) A, C, B (3) C, A, B (4) C, B, A (.....)
12. What will result respectively when pressing each of the following three buttons from left to the right that appear at the top right of a window?



- (1) close, maximize, minimize that window
(2) close, minimize, maximize that window
(3) maximize, minimize, close that window
(4) minimize, maximize, close that window (.....)

13. The following icons    will mean
- (1) copy, cut and paste respectively. (2) cut, copy and paste respectively.
(3) cut, paste and copy respectively. (4) paste, cut and copy respectively. (.....)
14. In *Windows Explorer*, a set of files could be selected at once by
- (1) keeping the *Alt* key pressed and pointing the mouse pointer at each wanted file and then clicking the left mouse button.
(2) keeping the *Ctrl* key pressed and pointing the mouse pointer at each wanted file and then clicking the left mouse button.
(3) pointing the mouse pointer at each wanted file and then clicking the left mouse button.
(4) pointing the mouse pointer at each wanted file and then selecting *Copy* from the *Organize* menu. (.....)
15. In *Microsoft Explorer*, a selected file can be **permanently** deleted by
- (1) cutting it and pasting in the 'Recycle Bin'.
(2) dragging it to the 'Recycle Bin'.
(3) holding down the *Shift* key and pressing the *Delete* and by selecting 'Yes' for the confirmation question.
(4) pressing the *Delete* key once and by selecting 'Yes' for the confirmation question. (.....)
16. A person wants to convert a single column text in his *Microsoft Word* file into multiple columns. He has come to know that the following tasks have to be done in a proper order:
- A – Select the number of columns that is needed.
B – Select the 'Page Layout' tab and then click the 'Columns' command.
C – Select the text that has to be converted into multiple columns.
- Their proper execution order should be
- (1) A, B and C. (2) B, A and C.
(3) B, C and A. (4) C, B and A. (.....)
17. For which of the following tasks can the 'horizontal ruler' in *Microsoft Word* be used for?
- A – Increase / decrease column width and spacing
B – Setting and changing margins
C – Setting and changing tab stop positions
- (1) A and B only (2) B and C only
(3) A and C only (4) All A, B and C (.....)
18. Which of the following is a *Microsoft Excel* file extension?
- (1) *.doc* (2) *.pdf* (3) *.ppt* (4) *.xls* (.....)
19. To add borders to a range of cells of a *Microsoft Excel* worksheet the following tasks have to be done in a proper order:
- A – Clicking the right mouse button
B – Directing the mouse pointer to the relevant borders on the box that is displayed to select them and selecting OK
C – Selecting 'Border' option
D – Selecting 'Format Cells' option
E – Selecting the range of cells to which borders should be added
- Their proper execution order is
- (1) A, C, D, B and E. (2) B, A, C, E and D.
(3) D, E, A, B and C. (4) E, A, D, C and B. (.....)



20. Which of the following is the correct function of *Microsoft Excel* worksheet to add the numbers in the cell range A2 to G2?
 (1) =ADD(A2:G2) (2) =ADDITION(A2:G2)
 (3) =SUM(A2:G2) (4) =SUMPRODUCT(A2:G2) (.....)
21. Which of the following is the correct function of *Microsoft Excel* worksheet to compute the average of the numbers in the cell range A2 to G2?
 (1) =AVERAGE(A2:G2) (2) =GROWTH(A2:G2)
 (3) =MEDIAN(A2:G2) (4) =MIN(A2:G2) (.....)
22. Which of the following is the correct function of *Microsoft Excel* worksheet to count the number of non-empty cells in the cell range A2 to G2?
 (1) =COUNT(A2:G2) (2) =COUNTA(A2:G2)
 (3) =COUNTBLANK(A2:G2) (4) =MAX(A2:G2) (.....)
23. Consider the following part of a *Microsoft Excel* worksheet:

	A	B	C
1	Student Performance at Exam		
2			
3		Percentage	
4	Very good	70	
5	Good	20	
6	Fair	10	
7			

A pie-chart has to be made to illustrate above data. For that, the following activities have to be done in the proper order:

A - Click 'Insert'.

B - On the 'Charts' group, select 'Pie' as the chart type.

C - Select cells from A3 to B6.

Their proper execution order should be

- (1) B, A and C. (2) B, C and A.
 (3) C, A and B. (4) C, B and A. (.....)
24. Which of the following is **not** a valid *Microsoft Access* field data type?
 (1) Date/Time (2) Graph (3) Number (4) Text (.....)
25. The primary key of a database table
 (1) must be unique.
 (2) must only contain numbers.
 (3) should not appear in any other table of the database.
 (4) should not exceed four characters. (.....)
26. Which of the following statements are correct?
 A - It is better to use *Microsoft Access* instead of *Microsoft Excel* when multiple tables of related data are involved.
 B - *Microsoft Access* provides a 'Report Wizard' to help users create reports.
 C - *Microsoft Excel* worksheets cannot be imported to *Microsoft Access* tables.
 (1) A and B only (2) A and C only
 (3) B and C only (4) All A, B and C (.....)

- The questions from No. 27 to 30 are based on the following database description:

A database dealing with authors, books and publishers consists of the following four tables. The fields of each table are listed within parentheses:

Authors (AuID, AuName, AuPhone)

Books (ISBN, Title, PubID, Price)

BookAuthor (ISBN, AuID)

Publishers (PubID, PubName, PubPhone)

27. The primary keys of *Authors*, *Books* and *Publishers* tables are, respectively,
(1) *AuID*, *ISBN* and *PubID*.
(2) *AuName*, *PubID* and *PubName*.
(3) *AuName*, *Title* and *PubName*.
(4) *AuPhone*, *Price* and *PubPhone*. (.....)
28. A book may written by multiple authors and an author may write many books. Then the *BookAuthor* table is used to
(1) ensure the correctness of the *Books* and *Authors* tables.
(2) implement the one-to-one relationship between books and authors.
(3) implement the one-to-many relationship between books and authors.
(4) implement the many-to-many relationship between books and authors. (.....)
29. Assume that the above database is to be implemented using *Microsoft Access*. For that, after starting *Microsoft Access*, the following tasks have to be done in the proper order:
A – Enter the data for each table (i.e., table name, field names and data type for each field).
B – Select ‘Design View’ from the ‘View’ menu .
C – Give a name for the database.
D – Select ‘Blank Database’.
Their proper execution order should be
(1) A, B, C and D. (2) A, B, D and C. (3) B, C, A and D. (4) D, C, B and A. (.....)
30. Assume that you want to create forms in *Microsoft Access* to facilitate data entry to the above tables. To create a form for *Books* table data entry, the following tasks have to be done in the proper order with the database open:
A – Click ‘Finish’.
B – From the ‘Create menu’, select ‘More Forms’ and then ‘Form Wizard’.
C – Select the fields of the table for which the data should be entered.
D – Select the table (*Books*) to create the form for.
Their proper execution order should be
(1) B, C, D and A. (2) C, D, B and A. (3) D, B, C and A. (4) D, C, B and A. (.....)
31. Which of the following is a *Microsoft PowerPoint* filename?
(1) 2018budget.xls
(2) 2018goals.pdf
(3) englishPunctuationRules.ppt
(4) questions.doc (.....)
32. An example filename extension of a video file is
(1) .avi (2) .docx (3) .mp3 (4) .xlsx (.....)



33. Given below is the image of the top right corner of a *Microsoft PowerPoint* window:



The *question mark* symbol there

- (1) exits the application. (2) inserts an animation.
(3) opens a PowerPoint *help* window. (4) starts a slide show. (.....)
34. The **List A** gives some *PowerPoint* main menu options and the **List B** includes an appropriate option that can be selected through **List A**.

List A : A1. Insert A2. Design A3. Animations

List B : B1. Advance Slide B2. Page Setup B3. Picture

A correct matching between the two lists is

- (1) A1-B1, A2-B2, A3-B3. (2) A1-B2, A2-B1, A3-B3.
(3) A1-B3, A2-B1, A3-B2. (4) A1-B3, A2-B2, A3-B1. (.....)
35. In this question also, the **List A** gives some *PowerPoint* main menu options and the **List B** includes an option that can be selected through **List A**.

List A : A1. Slide Show A2. Review A3. View

List B : B1. From Beginning B2. Slide Sorter B3. Spelling

A correct matching between the two lists is

- (1) A1-B1, A2-B2, A3-B3. (2) A1-B1, A2-B3, A3-B2.
(3) A1-B3, A2-B1, A3-B2. (4) A1-B3, A2-B2, A3-B1. (.....)
36. Which of the following statements are correct regarding *Microsoft PowerPoint*?
- A - It allows the creation of self-running presentations with narrations.
B - It does not allow to add user defined images as slide backgrounds.
C - To hide slides, one should right-click the required slide and select 'Hide Slide'.
- (1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)

37. The following image was extracted from a *Microsoft PowerPoint* interface:



They are

- (1) master slide layouts.
(2) slide background types.
(3) slide show types.
(4) slide transition types. (.....)

38. A video needs to be added to a *Microsoft PowerPoint* presentation. It could be achieved using the following tasks done in a proper order:

A – Click 'Movie from File', locate the folder that contains the video file, select the file and then double click the file that you want to add.

B – In 'Normal View' click the slide to which the video should be added.

C – On the 'Insert' tab, in the 'Media Clips' group, click the arrow under 'Movie'.

Their proper execution order should be

- (1) A, B and C. (2) A, C and B. (3) B, A and C. (4) B, C and A. (.....)

39. www.slbc.lk is

- (1) a domain name. (2) an email address.
(3) an IP address. (4) a Uniform Resource Locator (URL). (.....)

40. Which of the following are web browsers?

A – Chrome

B – Firefox

C – Firewall

- (1) A and B only (2) B and C only
(3) A and C only (4) All A, B and C (.....)

41. Each computer attached to a network should have a unique dot separated number combination. How it is called?

- (1) domain name (2) email address (3) IP address (4) port address (.....)

42. A person wants to learn about *Bluetooth* using the web. He is advised to do the following tasks in a proper order:

A – Open the web browser application.

B – Type 'how bluetooth works' at the search field.

C – Type www.google.com at the 'web address' field.

Their proper execution order should be

- (1) A, B and C. (2) A, C and B.
(3) B, C and A. (4) C, B and A. (.....)

43. Which of the following statements are correct?

A – A *file server* provides access to selected files on that computer to other computers.

B – *Electronic commerce* has no connection to the Internet.

C – LAN is the abbreviation for Local Area Network.

- (1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)

44. Which of the following statements are correct?

A – A *firewall* is a security mechanism placed between an institution's network and the Internet to protect the institution's computers from outside attacks through the network.

B – A *homepage* is the main web page of information for an individual or an institution accessible to others through the World Wide Web.

C – *Google* is an example of a search engine.

- (1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)



45. Which of the following is an example of an email address?
(1) lk@sama.wassanaoffice@
(2) sama@wassanaoffice.lk
(3) sama.lk.wassanaoffice@
(4) sama.wassanaoffice.lk (.....)
46. Which of the following are good practices to follow when using email?
A – Deleting received emails that will never be needed again
B – Opening *attachments* in the emails from strangers
C – Periodically cleaning up the 'Sent' folder
(1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)
47. You have received an email and you want to send it as it is to somebody else. Which of the following options of the email application will you select for the said purpose?
(1) Compose (2) Forward
(3) Reply (4) Search (.....)
48. A person's attempt of sending an email to another person fails. Which of the following are likely reasons for this?
A – The email contains an attachment which is too large for the email application.
B – The recipient's email address is wrong.
C – The sender's email address is wrong.
(1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)
49. A user types correctly valid email addresses of three of his office colleagues in the To: field of his email application, writes the email and sends it without any attachment. Then this email will be sent to
(1) the first recipient only.
(2) the first two recipients only.
(3) all three recipients.
(4) none of the recipients. (.....)
50. Which of the following are benefits of *electronic mail* over *ordinary mail*?
A – Easier to include graphics and audio as well
B – Easier to send the same message to multiple recipients
C – High-speed transfer
(1) A and B only (2) A and C only
(3) B and C only (4) All A, B and C (.....)



■ For each question from No. 51 to 75, write the correct answer on the dotted lines provided.

51. Assume that many important official files are stored in your computer. Give a precaution that you should take to ensure that they will be available even after a hardware crash of your computer.

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52. It is important not to waste the valuable space of our computer hard disks. Give a good practice that you would follow in that regard.

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53. While working on your office computer, you get a request for a short official meeting in another room. Give a good precaution that you would take to protect your computer's data while you are away.

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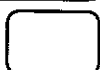
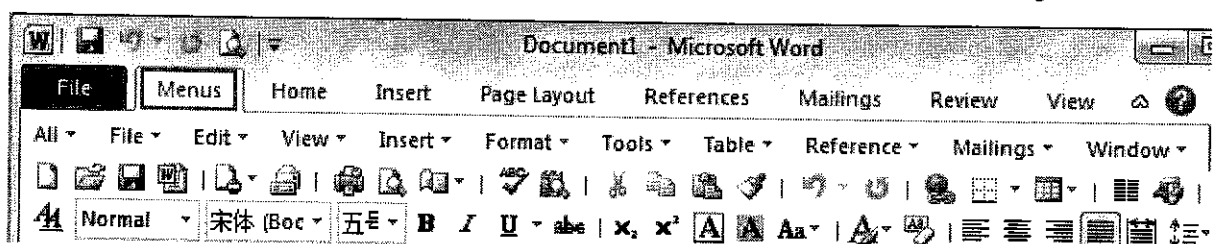
● Suppose you typed the following document using a Word Processor:

Work as if your life is in peril

If you are poor, work
If you are rich, work
If you are sad, work
If you are happy, work
If you are burdened with seemingly unfair responsibilities, work
If disappointments come, work
If sorrow overwhelms you and loved ones seem not true, work
If health is threatened, work
When dreams are shattered and hope seems dead, work
Work as if your life is in peril. It really is.
Work is a great remedy for both mental and physical afflictions.

Swami Vivekananda

Assume that you are using a version of *Microsoft Word*. A part of its interface is given below:



Labelling the above interface as appropriate, answer the following questions from 54 to 61:

54. How will you boldface the title?

.....
.....

55. A lazy person asks you how he can change all occurrences of the word 'work' in the document to the word 'sleep'. Although you do not agree with him, explain him how he can achieve it through the above **Word** interface.

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56. How will you increase the letter size of the title?

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.....

57. How will you change font type of the entire document?

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58. You decide to add a picture of Swami Vivikananda into the above document. Assuming you downloaded such a picture into your computer, how will you add it to the document?

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59. How will you check the spellings of your document?

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60. How will you take a printout of your document?

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61. How will you save your document?

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.....

- Use the following spreadsheet to answer questions from No. 62 to 65.

E7	=						
	A	B	C	D	E	F	G
1	Home Gardening						
2							
3	January 2018						
4							
5	Student No.	Exam	Prac.1	Prac.2	Prac.Avg	Final Mark	Grade
6							
7	2014/1	80	70	75			
8	2014/2	85	75	65			
9	2014/3	55	72	73			
10							
11	Weights:	Exam:	0.6				
12		Prac:	0.4				
13							

The above spreadsheet gives the marks obtained by three students of a home gardening course. The student evaluation consists of both written exam and practical components. Practical component included two practical tests of which the average is taken as the practical mark of each student. The final mark is computed using 60% from the exam mark and the remaining 40% from the average practical mark.

62. Write down the formula for cell E7 to compute the average practical mark for the student 2014/1.

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63. Write down the formula for cell F7 to compute the final mark of the student 2014/1.
(Note: Your formula should include the use of cells C11 and C12 too.)

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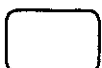
64. Write down the formula for cell G7 to show the grade of the student 2014/1.
(Note: If Final mark is ≥ 50 then the grade is 'Pass' else it is 'Fail' is used.)

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65. The above formulas can be used to complete the relevant cells for the other students too. Write down how you would use the formula that you wrote for cell E7 under Question 62 to compute the average practical mark of each of the other students.

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- Use the following database to answer questions No. 66 and 67.

An employee in a company plans to have the following table in a database to store information about the company's customers and their sales representatives.

Cust_No	Cust_Name	Cust_Address	Cust_City	Cust_Balance	S_Rep_No	S_Rep_Name	S_Rep_Phone
C001	Sama Perera	1 st Lane	Wassanagama	Rs.8000	S001	Rajah	0112223333
C002	Amara Fernando	2 nd Lane	Wassanagama	Rs.7500	S002	Fahim	0223334444
C003	Rajah Sinnathamby	1 st Lane	Wassanagama	Rs.9000	S001	Rajah	0112223333
C004	Fazeel Mohammed	3 rd Lane	Suriyagama	Rs.3000	S001	Rajah	0112223333

66. Explain why the above design is **undesirable**.

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67. Write down a solution for the problem that you gave for question No. 66.

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- The questions No. 68 and 69 deal with electronic presentations.

68. It is recommended to limit the text lines on a presentation slide to between 5-9. Explain whether you agree with it.

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- Given below is the compose interface of an email application to write a new email. Labelling it as appropriate, answer questions No. 73 to 75.

New Message	
To:	
Subject:	
Sans Serif - [font icons]	
[Send] [attach] [insert] [undo] [redo] [delete] [help]	

Assume that you have to send an email to Sama using the above interface.

73. Where on the interface will you type the email address of Sama?

.....

74. Assume you have to attach the budget.pdf file to your email. Write down the **two** steps that you would follow to do it.

(i)

(ii)

75. What will you do to send your email?

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* * *



