



SP-5362

Seat No. _____

Diploma in Computer Science Examination

April/May – 2006

Spread Sheet Management & Word Processing

Time : 3 Hours]

[Total Marks : 100

[WINDOWS]

1. පිටපේ ඊෂේ උෂේ ඊෂේ ඊෂේ (ඊෂේ ෪෦෦) ෪෦
- (1) GUI ඊෂේ Windows o/s පි ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (2) My Computer ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (3) Windows Explorer පි ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (4) Recycle Bin ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (5) Display Properties ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (6) Taskbar Properties ඊෂේ ඊෂේ ඊෂේ ඊෂේ

[WORD]

2. පිටපේ ඊෂේ උෂේ ඊෂේ ඊෂේ (ඊෂේ ෪෦෦) ෪෦
- (1) ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (2) Mail Merge පි ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (3) Page Setup ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (4) Table Management පි ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (5) ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ ඊෂේ
 - (6) Indents ඊෂේ ඊෂේ Tabs ඊෂේ ඊෂේ

3. **Microsoft Excel 2010 (À) (20)**
- (1) **Microsoft Excel 2010 (À) (20)**
 - (2) **Microsoft Excel 2010 (À) (20)**
 - (3) **Microsoft Excel 2010 (À) (20)**
 - (4) **Microsoft Excel 2010 (À) (20)**
 - (5) **Microsoft Excel 2010 (À) (20)**
 - (6) **Microsoft Excel 2010 (À) (20)**

[EXCEL]

4. **Microsoft Excel 2010 (À) (20)**
- (1) **Microsoft Excel 2010 (À) (20)**
 - (2) **Absolute Relative Mixed (20)**
 - (3) **Microsoft Excel 2010 (À) (20)**
 - (4) **Fill Handle Custom list (20)**
 - (5) **Work Book, Work Sheet Work Space (20)**
 - (6) **Microsoft Excel 2010 (À) (20)**

5. **Microsoft Excel 2010 (À) (20)**
- | | | |
|-----------|-------------|-------------|
| IF () | HLOOKUP () | VLOOKUP () |
| NOW () | PROPER () | POWER () |
| SUM/F () | COUNT () | WEEKDAY () |
| REPT () | MID () | MIN () |
| MAX () | LOWER () | AVERAGE () |

ENGLISH VERSION

[WINDOWS]

- 1 Attempt for following : (any **four**) **20**
- (1) Explain features of Windows o/s as GUI.
 - (2) Write short note on 'My Computer'.
 - (3) Write uses of Windows Explorer.
 - (4) Write short note on 'Recycle Bin'.
 - (5) Explain Display properties Dialog Box.
 - (6) Explain Taskbar properties Dialog Box.

[WORD]

- 2 Attempt for following : (any **four**) **20**
- (1) Explain Bulleting & Multilevel Bulleting.
 - (2) Explain Mail Merge Facility.
 - (3) Explain Page Setup Dialog Box.
 - (4) Explain Table Management Facility.
 - (5) Explain facilities of Word Art & Clip Art.
 - (6) Explain Indents and Tabs.
- 3 Attempt for following : (any **four**) **20**
- (1) Explain any five options of standard toolbars of word.
 - (2) Explain any five options of formatting toolbars of word.
 - (3) Write short note on word processing.
 - (4) Explain facilities of Spelling and Grammar.
 - (5) Explain facilities of Find and Replace.
 - (6) Explain Facilities of Text Alignment of MS Word.

[EXCEL]

4 Attempt for following : (any **four**) **20**

- (1) Explain features of MS Excel as a spreadsheet package.
- (2) Explain Absolute, Relative and Mixed Reference.
- (3) Give types of Charts ? Explain steps for creating a chart in Excel.
- (4) Explain facilities of Fill Handle and Custom List.
- (5) Explain concept of Work Book, Work Sheet and Work Space.
- (6) Explain facilities of Filter and Advance Filter in Excel.

5 Explain following functions : (any **ten**) **20**

- | | | |
|-----------|-------------|-------------|
| IF () | HLOOKUP () | VLOOKUP () |
| NOW () | PROPER () | POWER () |
| SUM/F () | COUNT () | WEEKDAY () |
| REPT () | MID () | MIN () |
| MAX () | LOWER () | AVERAGE () |
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