



**EASTERN UNIVERSITY, SRILANKA**

**FIRST EXAMINATION IN AGRICULTURE SCIENCE - 2004/2005**

**Repeat**

**FIRST SEMESTER (Jan./Feb.,2006)**

**MAT1101 Computer Literacy and Applications**

**Practical**

**Answer all questions**

**Time: 2Hours**

Q1.

- (a) Internally label your floppy diskette with your Index Number.
- (b) Create two new folders in your floppy diskette and name them as "Pract" and "Quiz".
- (c) Create two sub folders named "CompSc" and "Chemistry" in the folder Pract.
- (d) Create a text file using notepad editor and save it as "Timetable.txt" in the folder Pract.
- (e) Copy the file "Timetable.txt" from the folder Pract to the folder Quiz.
- (f) Create a shortcut to "Internet Explorer" in the folder Quiz.
- (g) Write down the steps to do the following tasks and save in the folder CompSc.

**Note: Use notepad editor to type the answers.**

- i) Lock a computer.
- ii) Insert MS-Word in the programs menu
- iii) Find the text files which were created/ modified between 15-Feb-2006 and 23-May-2006.
- iv) Check for the virus in your floppy diskette.

Q2.

- i.) Create the following table in worksheet and save it as "Temperature.xls" in your floppy diskette.

2005	Temperature in degrees				
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Average
Batticaloa	33	32.5	32.5	31	
Kandy	30	30.1	29.5	28.5	
Colobmo	32.5	32.3	32	30.5	
Trincomale	34	34.1	33.5	31	
Jaffna	32	32.5	31	30.5	

Use the above the table to answer the following questions

- ii.) Find the average temperature of each district in 2005.
- iii.) Find the maximum temperature in each quarter of the year 2005.
- iv.) Find the minimum temperature in 2005.
- v.) Draw a pie-chart for the average temperature.

Q3.

Create the following word document and save it as "WordQ.doc".

### Introduction to Form Breaks

Many databases are made of various objects and it is not unusual for one of these objects to contain various fields. If you try to create a form for such an object, you may encounter a big real

estate deficiency. Even if you decide to reduce the amount of information on a table, because you still need to follow your customer's goal, you may not have this complete liberty

#### Guide

When logistic becomes a problem for the amount of information you need to include in a form, you can divide the form into sections and allow the user to access only one section at a time, although still remaining in the same form. This is made possible by a special control called the Page Break.

### Today's Tips

Click the Tools menu, and then click Internet Options.

1. On the Connections tab, click LAN Settings.
2. Select Automatically detect settings, and then click OK.

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