



Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP

GIT E I

Provincial Department of Education - NWP

Second Term Test - Grade 12 - 2019

Index No : .....

General Information Technology (GIT) I

One Hour

- Answer all questions.
- Underline the most suitable answer among given answers.

1. It was discussed about the victims, deaths and the property damages due to the tsunami disaster in 2004. Those victims were provided allowances by the government. Now a days also the crops are being damaging by “Sena Dalabuwa”.

Although the tsunami disaster is not discussed currently, the destruction to crops by “Sena Dalabuwa, steps to be taken to overcome it and compensations for farmers are discussed.

According to above statement, Tsunami and “Sena Dalabu” menace is which character of information?

- |                 |                       |
|-----------------|-----------------------|
| 1. Timeliness   | 2. Accuracy           |
| 3. Completeness | 4. Cost effectiveness |

2. At present, there is the ability of buying goods from markets by electronic cards used in the banking system. A signature identifier machine is connected to the card reader machine for the security of card. When paying money, owner of the card should put his signature after inserting the card. The accuracy and the signature of the card is tested by the machine. If the signature is correct and have a sufficient balance, receipt is issued by reducing the relevant value.

According to above incident, which is the answer that mentioned the input, process and output respectively?

1. Inserting the card and signature, testing signature and the validity of card, issuing a receipt to customer.
2. Inserting the signature and card, testing relevant card and signature, prevailing the due amount of money.
3. Inserting the card and signature, testing relevant card and signature, not prevailing the due amount of money.
4. Inserting the card number and signature, correct relevant card and signature, issuing a receipt to customer.

3. Match the functions under column “A” with the suitable storage devices under column “B”. Select the correct answer with the relevant letter.

<b>A</b>	<b>B</b>
A. For typing papers of school office	1. Super computers
B. For missile attacks in military activities	2. Laptop computers
C. To get order of goods by a mobile seller from shops.	3. Desktop computers
D. For a science teacher to show photographs on body parts using the internet in front of class room.	4. Tab computers

1. A-2 , B-1 , C-3 , D-4  
 2. A-2 , B-4 , C-1 , D-3  
 3. A-3 , B-2 , C-4 , D-1  
 4. A-3 , B-1 , C-4 , D-2

4. All the operations and processes are done by the Central Processing Unit, acting as the brain in the computer system. Which is the device that is not included to Central processing Unit?

1. Arithmetic and Logic Unit  
 2. Memory Registers  
 3. Operating System  
 4. Control Unit

5. Computer memory is used to store data and information. Memory is classified into two parts as Primary memory and secondary memory. Among these, which is the answer with only the secondary memory storage devices?

1. Hard disk, memory card, Compact disk, floppy disk  
 2. Blue ray disk, Cash memory, floppy disk, Hard disk  
 3. Random Access memory, read Only Memory, Cash memory, Hard disk  
 4. USB flash drive, Memory card, Compact disk, Read Only Memory

6. Which is the correct answer when matching the port in column “A” with the device in column “B”?

<b>A</b>	<b>B</b>
1. HDMI port	A. Headphone
2. PS/2 port	B. Printer
3. USB port	C. Multimedia projector
4. Audio port	D. Mouse

1. 1-B , 2-A , 3-D , 4-C  
 2. 1-C , 2-D , 3-B , 4-A  
 3. 1-A , 2-D , 3-C , 4-B  
 4. 1-D , 2-C , 3-A , 4-B

7. Among below storage device list, which is the answer with magnetic media, optical media and solid state devices respectively?

1. Compact Disk, Hard disk, Flash drive  
 2. Digital versatile Disk , Flash drive , Hard drive  
 3. Hard disk , Digital versatile Disk , Flash drive  
 4. Digital versatile Disk , Hard disk , Compact disk

8. Which is the output device used to display the plan by moving a pen on the paper in computer based planning?

1. Printer                      2. Plotter                      3. Touch screen                      4. Headphone

9. General Information Technology teacher said to Raveen who studied in grade 12 to create the hand book regarding annual educational trip of Sarasavigama Maha Vidyalaya. He searched more information regarding relevant places using web browser in the internet. That web browser contains to,

1. System Software                      2. Anti-virus software  
3. Utility software                      4. Application software

10. Since 1970s, a decrease of the cost of hardware can be seen and an increase of cost of software comparatively.

Which statements are valid for the reasons regarding this?

- A. Increasing the cost of them due to complex of software and specialization.  
B. Decreasing the cost of hardware due to the high development of technology and modernization.

1. Both A and B statements are not valid.                      2. Both A and B statements are valid.  
3. A is valid and B is not valid.                      4. A is not valid and B is valid.

11. Which is the answer that should be the maximum value, in a number system on the base value 7 and 10 respectively?

1. 0,9                      2. 6,9                      3. 7,10                      4. 6,8

12. Fifty rupees from father and twenty rupees from mother has been got by Vihas to get a ball. Which answer is equant in binary value to the total price he had been got?

1. 10000100<sub>2</sub>                      2. 1000011<sub>2</sub>                      3. 1000101<sub>2</sub>                      4. 1000110<sub>2</sub>

13. Which is the correct answer that represents “2019” year in binary formation?

1. 11111100110<sub>2</sub>                      2. 11111100011<sub>2</sub>                      3. 11111011011<sub>2</sub>                      4. 1111111011<sub>2</sub>

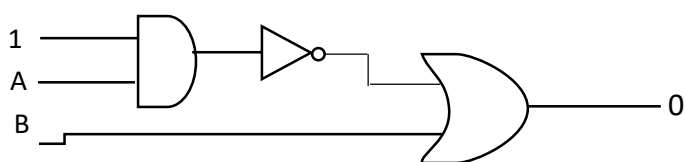
14. What is the decimal equivalent of 1100110<sub>2</sub>?

1. 100                      2. 98                      3. 102                      4. 104

15. When converting below binary numbers into decimal numbers , What is the answer represents a couple of odd and even numbers respectively?

1. 0100,0011                      2. 0011,0101                      3. 0111,0001                      4. 0101,0010

16. In below logic circuit, What is the value for input A and B to be the output 0?



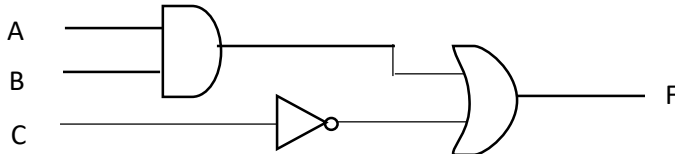
1. 0 and 1                      2. 1 and 1                      3. 1 and 0                      4. 0 and 0

17. Select the logical operation relevant to given truth table.

1.  $(X \text{ OR } Y) \text{ AND } Y$                       2.  $(X \text{ AND } Y)$   
 3.  $\text{NOT}(X \text{ OR } Y)$                       4.  $(X \text{ AND } Y) \text{ OR } X$

Input X	Input Y	Output
0	0	0
0	1	1
1	0	0
1	1	1

18. What is the Boolean expression for output F of below logic circuit?



1.  $(A+B)+C'$                       2.  $(A.B)+C'$                       3.  $(A+B).C'$                       4.  $(A.B)+C$

19. How many characters can be represented by ASCII coding system using 7 bits?

1. 128                      2. 152                      3. 256                      4. 126

20. If "S" is represented by binary value of ASCII 1010011, What is the ASCII value relevant character "A"?

1. 1000001                      2. 1000011                      3. 1100001                      4. 1100101

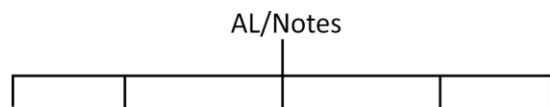
21. What is the coding system used to represent various languages such as Sinhala, Tamil, Japanese and Chinese in computer.?

1. Unicode                      2. ASCII                      3. Binary Coded decimal                      4. Decimal

22. The daily transactions of a bank are recorded by banking officers using application software. What is the name of the suitable software for banking officers?

1. Strategic Information System                      2. Executive Information System  
 3. Decision Support System                      4. Transaction Processing System

23. Directory tree of users' hard disk is shown below.



According to above directory tree figure, A/L notes, GIT , L1.doc are respectively,

1. File , Root Directory , Sub Directory                      2. Sub Directory, Root Directory , File  
 3. Root Directory, Sub Directory , File                      4. Root Directory , File , Sub Directory

24. Several software types in the first column and some examples in the second column are shown in the table below.

	<b>Types</b>	<b>Examples</b>
1	Operating system	A. Applekey note, Microsoft PowerPoint, Libre Office Impress
2	Presentation software	B. Disk Formatting , Disk Partitioning , Anti-virus software
3	Application software	C. Java, C , C#
4	Utility software	D. Ubuntu, Microsoft Windows , Mac
5	Programming languages	E. Web browsers, Computer Games, Word Processing Software

What is the answer when matching types in the first column with examples in second column respectively?

1. 1-D , 2-A , 3-E , 4-B , 5-C  
 2. 1-E , 2-C , 3-D , 4-A , 5-B  
 3. 1-D , 2-E , 3-C , 4-A , 5-B  
 4. 1-C , 2-D , 3-A , 4-B , 5-E

25. What is the tool that would be helpful for growing the efficiency of the hard disk by changing it from non-contiguous to contiguous files?

1. Character Map  
 2. Disk checking  
 3. Disk cleanup  
 4. Disk defragmentation

26. Consider the statements regarding the process of computer.

- A. Keeps the data which have already been stored, when switch off the computer.  
 B. Commands which are necessary to convert data in to information from secondary memory to primary memory.  
 C. The major functions of operating system are managing all hardware of a computer system and providing a Graphical User Interface.

Which is the correct answer among the above statements?

1. A and B Only      2. A and C Only      3. B and C Only      4. All A , B and C

27. What is the operating system, which always functioning by inputting command lines?

1. Graphical User Interface  
 2. Multi User Interface  
 3. Command Line Interface  
 5. Single User Interface

28. Consider the following incident.

You identified that someone has hacked a file that had been safely stored using a password in your school computer lab. Which is the approximate reason for it from the following statements?

1. He was unable to keep a copy of main file.  
 2. Name for the file was too short.  
 3. The Password you have given is easy to guess.  
 4. User has stored the file in some one's folder.

29. What is an example/examples for utility software in a computer?

- A. Electronic presentation software      B. Operating system  
 C. Computer games      D. Anti-virus software  
 1. A only      2. D only      3. C and D only      4. A and C only

30. A document was typed and saved by Shanuka using word processing software in his computer. What is the file extension of his document?  
 1. .txt                                      2. .xls                                      3. .html                                      4. .doc
31. "Amal computers" bought a scanner machine to do the work effectively. A special software should be installed in the computer to operate the scanner machine properly. What is the name of this special software?  
 1. Disk defragmentation                                      2. Device drivers  
 3. Character map                                      4. File management
32. What is the operating system used in mobile phones at present?  
 1. Mac                                      2. Android                                      3. Ubuntu                                      4. Linux
33. What are the two major types of Graphic software?  
 1. Vector and raster graphic                                      2. Raster and Digital graphic  
 3. Digital and Analog graphic                                      4. Analog and Vector graphic
34. How many colours are represented in one bit per pixel (bpp) when creating a graphic image?  
 1. 3                                      2. 2                                      3. 4                                      4. 1
35. What are the basic colours of CMYK model?  
 1. Cyan, Magenta , Yellow, Black                                      2. Cyan, Gray, Magenta, Yellow  
 3. Cyan, Magenta , Yellow, Green                                      4. Blue, Red, Magenta , Yellow
36. Which software is used for 2D and 3D animation among these?  
 1. Adobe flash and 3D Max                                      2. Dream Viewer and 3D Max  
 3. Adobe Photoshop and Blender                                      4. Adobe Photoshop and GIMP
37. Consider the following statements regarding graphic types.  
 A. Raster graphic is created of pixel array with various colours.  
 B. When changing the volume of vector graphic, the quality is not changed.  
 C. When storing a raster graphic, relative memory capacity is larger.  
 What is the correct statement/statements?  
 1. A only                                      2. A and B only                                      3. A and C only                                      4. All above
38. How many pixels contain of a 1” x 1” size image with 72 ppi resolution?  
 1. 72 pixel                                      2. 144 pixel                                      3. 2592 pixel                                      4. 5184 pixel
39. What is the correct statement regarding 2D animation software?  
 1. A frame is created by time lines.  
 2. Visuals can't be added to a 2D animation source file.  
 3. There is a time line in each layer.  
 4. 2D animation software source file can be displayed, through a web browser inserting to a web site.
40. What are the correct statements among these regarding a graphic editing software?  
 A. The photo is edited by using layers in a working area.  
 B. The quality of a photo is decided based on a resolution of it.  
 C. The background contain of a graphic editing file can't be created as transparent.  
 1. A and B only                                      2. A and C only                                      3. B and C only                                      4. All A,B and C



Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP  
Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education NWP Provincial Department of Education - NWP

GIT E II

**Second Term Test - Grade 12 - 2019**

Index No : ..... **General Information Technology (GIT) II Two Hours**

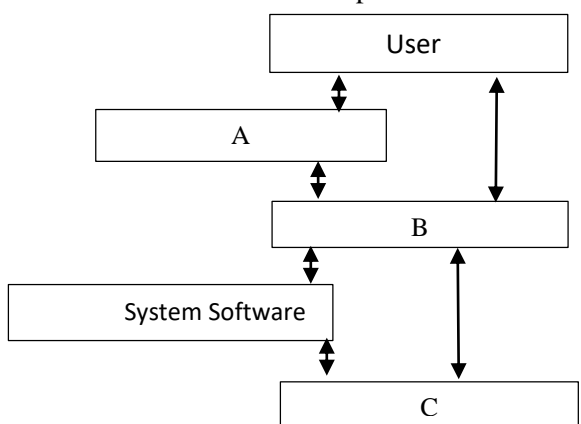
**Important**  
Answer any four questions.

(01) (a) Read the following paragraph and answer the questions given below.

Piyasoma purchased a computer with 2.6GHz processing speed with the aim of making it easier for his company to work. With the 3 GB Random Access memory size and the 1TB Hard disk capacity. He believes that this computer is suited to normal work at the company. This computer is consisted of a key board, a 16' inches LCD screen, a mouse, a speaker and an UPS device is also connected to it. The windows 7 Operating system was installed in this computer. Word processing software and spreadsheet software were also installed to help everyday tasks.

- i. According to the above paragraph name the computer data processing device and write down the speed of that device. (02 Marks)
- ii. What is the answer when hard drive capacity is in GB? (01 Mark)
- iii. What is the main function of the computer's Random Access memory? (02 Marks)
- iv. Write down two input devices and two output devices here. (02 Marks)
- v. What is the purpose of the computer to have an UPS device? (02 Marks)
- vi. Write two other Operating systems you know other than the Windows 7 mentioned here. (02 Marks)

(b) The connection between user and computer is shown below.



- i. Name A, B, C selecting the answers from the words in the brackets. (Software, Hardware, Operating System, Application Software) (03 Marks)
- ii. Write two applications that represent letter "A". (01 Mark)

- (02) (a) The use of word processing software has made the personal and official duty of the people easy.
- Name two tasks which can be done by word processing software. (02 Marks)
  - Give two examples for word processing software. (02 Marks)
  - Write the number of the tool used to format the texts A to E (Write the letter in front of the number) (05 Marks)

**About Adobe Help Center**

Adobe Help Center is a free, **downloadable application** that includes three primary features.

Product Help Provides Help topics for *Adobe Photoshop Elements* and *Adobe CS<sub>2</sub>* products installed on your system. (IF NONE OF THESE PRODUCTS ARE INSTALLED, HELP TOPICS FOR THEM AREN'T AVAILABLE.) Help topics are updated periodically and can be downloaded through **Adobe Help Center preferences**.

The diagram shows a text box with five callout boxes labeled A through E. Box A points to 'three primary features'. Box B points to 'downloadable application'. Box C points to 'Adobe Photoshop Elements'. Box D points to 'Adobe Help Center preferences'. Box E points to 'downloaded through'.

The diagram shows a screenshot of a word processing software toolbar. Five numbered callouts point to specific icons: 1 points to the font name and size dropdown (Calibri (Body) 12); 2 points to the Bold (B) icon; 3 points to the Italic (I) icon; 4 points to the Font Color (A) icon; 5 points to the Paragraph Style (A) icon.

- (b) (i). Mention one function of each short cut keys which is used in word processing software.
- Ctrl+ P
  - Ctrl + C
  - Ctrl + V
  - Ctrl + N
- (02 Marks)
- (ii) Write down one task of each tool.
- 1.
  - 2.
- (02 Marks)
- (iii) Write two advantages of word processing software rather than using a type writer. (02 Marks)



- (03) Given below is a part of a spread sheet prepared by the agricultural officer of Kurunegala zone which include the information about the farmers who farm in Raddoluwa.

	A	B	C	D	E
1	<b>Name of the village</b>	<b>Total number of farmers</b>	<b>Number of farmers who use chemical fertilizer</b>	<b>Number of farmers who use only organic fertilizer</b>	<b>percentage of the farmer who use only the organic fertilizer</b>
2	Thammita	1413	1163		
3	Udugama	1585	1480		
4	Ginipenda	2013	1663		
5	Galabadgama	1134	732		
6	Kaduruwalla	1613	1288		
7	Dehikumbura	902	802		
8					
9	Total number of farmers				
10	Highest number of farmers				
11	Least number of farmers				
12					
13					
14					

- (i) Write the formula which should be entered to D2 cell to obtain the number of farmers who use only organic fertilizer.

**Number of farmers who use only organic fertilizer=Total number of farmers- Number of farmers who use chemical fertilizer** (02 Marks)

- (ii) Write the formula which should be entered to B9 cell to obtain the total number of farmers.

(02 Marks)

- (iii) Given below are the steps that should follow to get the answers for C9 and D9 cells considering above function .But they are not in order. Put them in the order using the labels.

A – Click on Copy Icon

B - Click on Paste Icon

C – Select B9 Cell

D – Select the range C9:D9

(02 Marks)

- (iv) Write the formula which should be entered to B10 cell to obtain the highest number of farmers.

(01 Mark)

- (v) Write the formula which should be entered to B11 cell to obtain the least number of farmers.

(01 Mark)

- (vi) Write a formula that can be used to show the number of farmers who use only organic fertilizer I Raddoluwa up on Total number of farmers as a percentage

**Percentage=Number of farmers who use only organic fertilizer/Total number of farmers\*100**

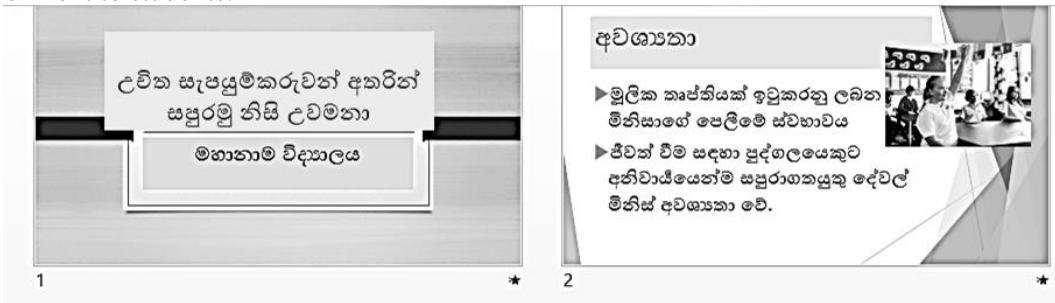
(02 Mark)

- (vii) Name a chart type which can be used to show the number of farmers in each area. (01 Mark)

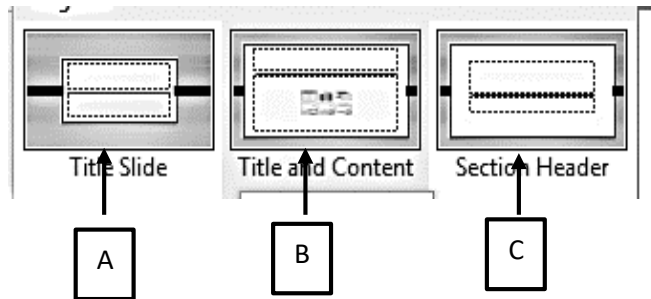
(viii) Match the shortcut key with the function of the spread sheet software. Put the number of the shortcut key with the letter that represent its function. (04 Marks)

Shortcut Key	Function
1. Ctrl + End	(a) Moves to column A along the row where the active cell is
2. Ctrl + ↑	(b) Moves the cell to A1 position
3. Home	(c) Moves to bottom right cell of the data range
4. Ctrl + Home	(d) Moves to first row along the column where the active cell is

(04) Given below is a part of an e-presentation prepared by the subject teacher to explain about business environment to students.

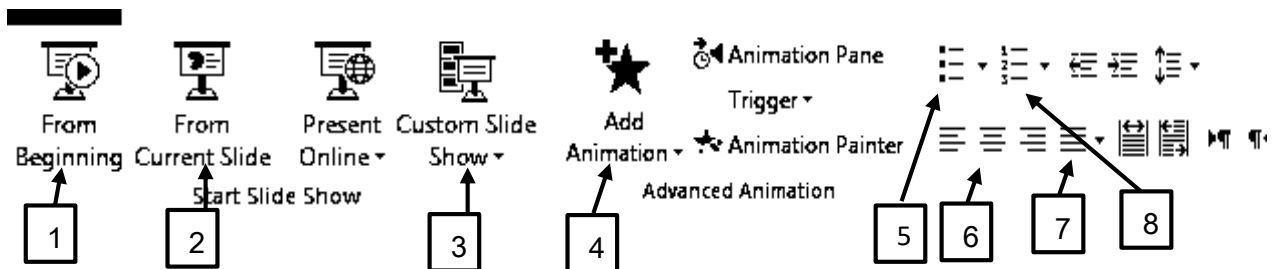


i. What is the slide layout that has been used to create the 1<sup>st</sup> slide .(Select from the given slide layout)



(02 Marks)

ii. What is the label you should use to perform the following functions? Write the label in front of the question number.



(a) To apply animation for the sub topic “ මහනාම විද්‍යාලය ” of the 1<sup>st</sup> slide .

(b) To include bullet list as second slide

(c) To Center Align topic “ අවශ්‍යතා ” in the 2<sup>nd</sup> slide

(d) To view the above presentation as a slide show

(04 Marks)

- (iii) A new slide has to be inserted as the 3<sup>rd</sup> slide of this presentation. What is the short cut key that can be used for this? (02 Marks)
- (iv). What is the tool which can be used to insert the text “We learn Happily” into every slide of this presentation. (02 Marks)
- (v) Write down the steps for saving above presentation in a file named as GIT located in D: drive. (02 Marks)
- (vi) Write three advantages of using computer presentation when presenting in front of audience. (03Marks)

(05) (a) A bookstore needs to keep records on books and book suppliers. Below is a part of the book table which is created for that purpose.

ISBN	Title	Author	Edition	Price	Sup ID
1235	Computer hardware	A.Soyza	12 <sup>th</sup>	Rs.850	Sup01
1236	Uses of inertnet	J.K. Raj	14 <sup>th</sup>	Rs.545	Sup02
1237	Computer hardware	Vini Fernando	7 <sup>th</sup>	Rs.290	Sup01
1238	Access 1	A.Soyza	7 <sup>th</sup>	Rs.900	Sup03
1239	Computer system	Äodon	10 <sup>th</sup>	Rs.150	Sup04

- (i) Write the most suitable data type for each field shown here. (06Marks)
- (ii) Write a field that is suitable for primary key (01Mark)
- (iii) Name 2 suitable software for creating database. (02Marks)
- (iv) Write 2 advantages of using a computer database. (02Marks)

(b) Consider the following table which consist of athletes data of an annual sport meet.

AdminNo	StudentName	Gender	DateOfBirth	HouseName	House Fees	EventName
22430	Amal Perera	Male	15-10-1999	Nelum	Rs. 10	200 m
22430	Amal Perera	Male	15-10-1999	Nelum	Rs. 10	200 m x 4
22534	Saman kumara	Female	30-04-1998	Manel		200 m

Each athletes can choose more than one event in each house. There will be several athletes for one event.

- (i) What is the main difficulty faced while creating above table in the database and entering data. (01Mark)
- (ii) Briefly explain what you propose to avoid the above difficulty. (02Marks)
- (iii) What is the component of the Database Management System (DBMS) software that can be used to retrieve a list of names of all athletes as a printout after implementing the database correctly? (01Mark)

(06) Answer the questions based on usage of Operating system in a computer.

- (i). Name the WIMP components of an operating system with Graphical user interface. (04Marks)
- (ii). Write down a step you know, which can be used to open a window to see the information of computer system. (02 Marks)
- (iii). Saman downloaded an image through the internet to prepare his assignment. Which folder should he check to see this image file. (01 Mark)
- (iv) Write down one reason for unusual slow downing of computer performance while using the computer (01 Mark)
- (v). Write down an action that should be taken when an application is not responding while using computer.to take while application not responded when using computer. (02 Marks)
- (vi). Saman observed that the date and time was not correct while working with the computer. Write the steps that he should follow to correct it. (03 Marks)
- (vii).Saman decided to uninstall the installed Photoshop software because the computer did not have enough space on the c drive. Mention one step you know in the activity he need to do. (02 Marks)

<b>Second Term Test – 2019</b> <b>General Information Technology</b>
---

Part 1

(1)-1	(11)-2	(21)-1	(31)-3
(2)-1	(12)-4	(22)-4	(32)-2
(3)-4	(13)-2	(23)-3	(33)-1
(4)-3	(14)-3	(24)-1	(34)-3
(5)-1	(15)-4	(25)-4	(35)-1
(6)-2	(16)-3	(26)-2	(36)-1
(7)-3	(17)-1	(27)-3	(37)-2
(8)-2	(18)-2	(28)-3	(38)-1
(9)-4	(19)-1	(29)-2	(39)-3
(10)-2	(20)-1	(30)-4	(40)-1

Part II

01.	(a)		
	(i)	Central Processing Unit- 2.6 Ghz	2
	(ii)	1024	1
	(iii)	Temporary stores data needed for operation of the computer	2
	(iv)	Input Devices - Keyboard , Mouse Output Devices- Monitor , Speaker	2
	(v)	To continuously provide electricity to the computer(Give marks to any appropriate answer)	2
	(vi)	Linux, Mac, Dos, Unix	2
	(b)		
	(i)	A- Application Software B – Operating System C – Hardware	3
	(ii)	Give marks for application software such as word, excel, Access	1
			<b>15</b>
02	(a)		
	(i)	Give marks for suitable two tasks	2
	(ii)	Open office writer, Libre Office Writer, Microsoft Word	2
	(iii)	A – 4, B – 2, C-3, D-1, E-5	5

	(b)		
	(i)	1. print 2. copy 3. Paste 4. Get a new document	2
	(ii)	1. Align center 2. Numbering	2
	(iii)	-Typed letters can be Formatted -Storing and retrieving can be done -Printing and obtaining more copies can be done etc... Give marks for suitable answers	2
			<b>15</b>
03	(i)	=B2-C2	2
	(ii)	=SUM(B2-B7)	2
	(iii)	C, A, D, B	2
	(iv)	=MAX(B2-B7)	1
	(v)	=MIN(B2-B7)	1
	(vi)	=D2/B2*100	2
	(vii)	Column Chart, Line chart, Bar chart	1
	(viii)	1-C 2-D 3-A 4-B	4
			<b>15</b>
04	(i)	A	2
	(ii)	(a) 4, (b) 5, (c) 6, (d) 1	4
	(iii)	Ctrl + M	2
	(iv)	Master Slide	2
	(v)	Give marks for appropriate answers	2
	(vi)	- can be presented creatively -time management -avoid missing subject matters -video, images ,audio can be presented	3
			<b>15</b>
	(a)		
05	(i)	ISBN – Text Title – Text Author – Text Edition – Text Price – Currency Sup. ID – Text	6

	(ii)	ISBN Field	1
	(iii)	Microsoft Access / Foxpro / Open Office base / oracle software	2
	(iv)	-Efficiency -Inserting ,deleting and finding is easy -Storing -Security	2
	(b)		
	(i)	Data redundancy	1
	(ii)	Instead of including all the fields in the same table, those can be inserted in several tables and connected the tables together.	2
	(iii)	Reports	1
			<b>15</b>
06	(i)	W – Windows I – Icons M – Menu P - Pointer	4
	(ii)	Give marks for appropriate answers	2
	(iii)	Download Folder	1
	(iv)	-due to the entry of destructive codes like virus -Due to unusual storage of data in the hard disk -Due to hardware problems etc... Give marks for suitable answers	1
	(v)	Open Task Manager (Alt + Ctrl + Delete& and delete the application which is not responding	2
	(vi)	Give marks for correct steps.	3
	(vii)	Give marks for correct steps.	2
			<b>15</b>