

03. (1) Hardware Software Firmware
(2) single user multi user multi tasking
Red time)
(3) Process management / File management / memory management / Device management /
Security management / Net work management /
(4) Click My Computer - open the "D" drive Click menu - New - Folder - give the "name"
(Right Click on the D drive - menu - new - folder - enter
- 04 (1) A input B output
C ALU (Arithmetic and logic unit)
D Control unit
(2) Sercondary memory
magnetic media -Hard disk Floppy
optical media CD DVD
Solid State USB Flash memory card
(3) LAN -Local Area Network
WAN Wide Area Network
MAN Metropolitan Area Network
- 05 (1) Text formating
Insert Object - Image. Clip arts, Shapes ect.
Spelling and grammer
mail merge
Find and Replace
(2) (1) clipArt (2) WordArt (3) CenterAlignment (4) insert Table
(5) Text Direction Text Orientation direction (6) Merge (7) Italic font
- 06 (1) =mini (B2 :B 6)
=Max (B2 :B 6)
=Average (B2 :B 6)
(2) Select B7 cell = mini (B2 :B6) Enter Select B7 cell click fill handle tand
drage to E7 cell
(3) IF (B9 >= 50 , " good " , " Bad")

- 07 (1) Advantages of Network
Speed - Can easily data transmission /
Sharing of resources - Some expensive special devices / printers are can be commonly used / E-mail - E-mail can be used exchange information very easily among computers cost. /
Security / Ease in centralized software management
- (2) Social network
It gives from internet / face book, skype, Twiter are examples of social net work. / It use to exchange information and communication each other. / Social network helps to build up the interrelationship among people/ we can see bad social issues from that.
- (3) Bad effects of using computers
Addiction to computer / Time, waisting doing computer games/ Not developing creative skills , sport easthatic skill / Build the unsuited friendship using social networks/ virus effect/ some health problems eg. eye effects.
- (4) Ict Application in the bank.
Tele banking / ATM and credit cards / computer networking / New account packages and softwares / phone banking (sms) / Security system
- (5) Universal Serial Bus (USB) Port.
The ability to connect 127 various devices / Hot pluggable and Hot swappable / The electricity needed for most of usb devices is gained though the connection of usb port it self. / Do not install any other programs to use the port.
- (6) e- Government
The government communicates and keeps the relationship with other part using internet and ICT tools. / The main parts gaining the web sides which are related to the government.
eg : www.gov.lk -
government to citizen - G2G , G2B , G2E, are facilities at given via ict tools.