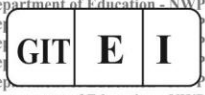




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Provincial Department of Education - NWP



**Second Term Test - Grade 12 - 2020**

Index No : ..... General Information Technology I One Hour

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

- Which of the following is **not** a main component of a computer?  
 i. Live ware      ii. Hard ware      iii. Soft ware      iv. Operating System
- Nimal wants to insert a picture for a document from a printed book. For this which is the most suitable input device that he can use?  
 i. Scanner      ii. Light pen      iii. Optical Mark Recognition      iv. Mouse
- A basic logic operation is?  
 i. AND      ii. NOR      iii. XOR      iv. NAND
- Which of the following is the binary equivalent for decimal 123?  
 i. 01011011<sub>2</sub>      ii. 01111001<sub>2</sub>      iii. 01111011<sub>2</sub>      iv. 01011010<sub>2</sub>
- Data and instructions given by input devices are moved first across .....  
 i. Read Only Memory      ii. Random Access Memory  
 iii. Cashes memory      iv. Memory registers
- Which of the following is **not** an operating system software?  
 i. Mac OS      ii. Windows XP      iii. MS Access      iv. Ubuntu
- Which of the following is the decimal equivalent for binary 10111010<sub>2</sub>?  
 i. 186      ii. 188      iii. 158      iv. 185
- Select the answer which shows only data.  
 a) Economic development speed of a country  
 b) Characters, videos and audios  
 c) The 30 mark obtained for Math's subject  
 d) Number of cities of a country  
 i. b and c      ii. b, c and d      iii. c and d      iv. all a,b,c,d

9. After the customer brings the selected goods to the counter, the cashier inserts the prices and quantities of each good to the computer. Then the bill displays on the screen.  
Select the correct answer that shows input, process and output of the above incident according to the correct order.
- Process the bill, insert the prices and quantities, and display the bill
  - Insert the prices and quantities, display the bill, and process the bill
  - Insert the quantity of the good, display the bill, process the bill
  - Insert the prices and quantities, process the bill, and display the bill
10. How many digits are used in a number system, when the base value is 5?
- 4
  - 5
  - 6
  - 8
11. What will not effect for the quality and validity of information?
- Relevant
  - not timely
  - Complete
  - Accuracy
12. Select the device which is connected to the computer using the port PS2.
- Mouse
  - Printer
  - Router
  - Multi Media Projector
13. .... is the hardware specification which does not considered when purchasing a computer.
- Processor speed
  - Capacity of main memory
  - Resolution of the monitor
  - Operating system
14. What is the value of the digit A in hexa decimal  $2AE_{16}$ ?
- 01
  - 10
  - 64
  - 160
15. What is the short cut key to insert a new slide in a presentation?
- Ctrl + N
  - Ctrl + M
  - Ctrl + S
  - Ctrl + F
16. What is the file extension which is **not** used in word processing software?
- .docx
  - .ppt
  - .doc
  - .odt
17. Which of the following is an example for utility software?
- Word processing software
  - Antivirus software
  - Web browser
  - Presentation software
18. What is the device that does **not** use an embedded operating system.
- Drone cameras
  - Smart watches
  - Mobile phone
  - Laptop computer
19. If the character A represented as decimal 65 in ASCII coding system, what is the ASCII code for character E?
- 01000001
  - 01000000
  - 01000101
  - 01000100
20. Which of the following combination can be used to move the text and graphics of programs running on a windows operating system?
- Cut and paste
  - Cut and copy
  - Delete and move
  - Copy and paste

21.  $X=A.B+B$   $Y= \overline{(A + B)} +A$   
 Which shows X and Y values respectively, if A=1 and B=0 ?  
 i. 0 and 0                      ii. 0 and 1                      iii. 1 and 0                      iv. 1 and 1

22. Consider the following statement.  
 A) Protecting data against viruses  
 B) Controlling disk drive and peripheral devices  
 C) Providing friendly user interface  
 Which of the following answer is represented function/ functions of operating system?  
 i. Only A                      ii. Only B                      iii. Only A and B                      iv. All A,B and C

23. What is the logic gate represented by the following truth table.  
 i. OR Gate                      ii. AND Gate  
 iii. NOT Gate                      iv. NAND Gate

A	B	F
0	0	0
0	1	1
1	0	1
1	1	1

24. Which of the following is not a feature in a operating system with GUI interface.  
 i. Friendly user interface                      ii. The command should be typed  
 iii. Windows, Icons can be seen                      iv. Easy to use
25. What is the tool that can be used to capture image displayed on the screen?  
 i. Snipping tool                      ii. Sound Recorder  
 iii. Character Map                      iv. On screen key board
26. According to software classification, what is the software type that word processing software belongs to?  
 i. Application software                      ii. Utility software  
 iii. Language translating software                      iv. System software
27. Which of the following is **not** an example for word processing software?  
 i. Microsoft Office Word                      ii. Open Office Writer  
 iii. Libre office writer                      iv. Open office calc
28. How many number of bits are required to represent character in uni-code.  
 i. 4                      ii. 7                      iii. 8                      iv. 16
29. The answer is, when the following binary numbers are arranged in ascending order .  
 (010110, 011110, 010011)  
 i. 010110,011110,010011                      ii. 010011,011110,010110  
 iii. 010011,010110,011110                      iv. 011110,010110,010011
30. What is the short cut key for the action “undo” ?  
 i. Ctrl + y                      ii. Ctrl + Z                      iii. Ctrl + V                      iv. Ctrl + X
31. Intersecting a column and a row each other ..... is being created in a excel sheet.  
 i. Column                      ii. Row                      iii. Cell                      iv. Formula
32. Select the incorrect formula use for the calculations in the spread sheet  
 i. = average(A1:B2)                      ii. =Sum(A1:B2)  
 iii. =Max (A1:B2,A3)                      iv. =Sum(A1;B3)

33. How many pixels contain in RGB if one color pixel contain 8 bits?  
 i. 24                      ii. 8                      iii. 3                      iv. 1024
34. What is the most suitable chart type to interpret the annual income of previous year as a percentage of each export crop in an export company which exports tea, rubber and coconut?  
 i. Column chart                      ii. Bar chart                      iii. Line chart                      iv. Pie chart
35. What is the facility for applying a moving design in a presentation, while slides are change?  
 i. Slide Layout                      ii. Slide Design  
 iii. Slide Transition                      iv. Animation

• **Select answers for the question 36 and 37 according to the following database table.**

ItemID	I_Name	Stock
1001	Book	25
1002	File	10

36. How many fields and records are in above table respectively?  
 i. 2,3                      ii. 3,2                      iii. 3,3                      iv. 2,4
37. What is the data type which can be used to define the stock field ?  
 i. TEXT                      ii. NUMBER                      iii. BOOLEAN                      iv. CURRENCY
38. What is the function to insert new records and to display existing records separately.  
 i. Table                      ii. Query                      iii. Form                      iv. Report
39. .... colour is not include in CMYK colour scheme.  
 i. Yellow                      ii. Black                      iii. Green                      iv. Magenta
40. What is the software that can used to edit videos from the application software given below?  
 i. Audacity                      ii. Power sound editor  
 iii. Adobe photoshop                      iv. Windows movie maker



02. a) The following is advertisement prepared using word processing software. Answer the questions asked in the box labeled A to E.

**VACANCY**

**POST OF CLERK**

*A well established Public Quoted Company has an immediate vacancy for a Clerk.*

**Qualifications/ Experience required.**

- Educational Qualifications: G.C.E. Advance Level
- Experience in Accounting Packages will be an added advantage
- Computer literacy with Email, MS Office (Specially MS Excel), Web browsing ability
- Fluency in English

Please apply with names and contact telephone numbers of two non related to the address shown below to reach us within 7 days of this advertisement.

**Deputy General Manager (HR & Admin),  
Lake House Printers & Publishers PLC,  
No. 41, W.A.D. Ramanayake Road, Colomco 02.  
Email: [lakehouseadmin@lh ppl.com](mailto:lakehouseadmin@lh ppl.com)**

- i. What are the text formatting to get the title of A?
  - ii. What is the tool to get a list as B?
  - iii. What is the method of aligning paragraph C?
  - iv. A red line is drawn under the word labeled D. What is the reason for it? What is the tool can be used to fix it?
  - v. What is the tool used to enter the email address specified in E? (05 marks)
- b) The following are some of the commands and tools used in word processing software. Briefly describe what they can do
- |         |          |           |          |                |
|---------|----------|-----------|----------|----------------|
| i. UNDO | ii. COPY | iii. FIND | iv. SORT | v. CHANGE CASE |
|---------|----------|-----------|----------|----------------|
- (05 marks)
- c) What can be done using the following shortcut keys?
- |             |              |
|-------------|--------------|
| i. Ctrl + P | ii. Ctrl + N |
|-------------|--------------|
- (02 marks)

03. Below spreadsheet segment contains data on monthly sales for the last six months of 2019 of member of 'Sumithuru' farmers' society. Answer the questions using only the cell references.

	A	B	C	D	E	F	G	H
1	Price							
2	Types	Price of a bottle in Rupees						
3	Chilly paste	130.00						
4	Mango chutney	165.00						
5	jam	240.00						
6								
7	Monthly sales report - 2019							
8	Month	Chilly paste	Income	Mango chutney	Income	jam	Income	
9	January	350		175		400		
10	February	400		200		405		
11	March	450		250		475		
12	April	500		340		510		
13	May	250		150		300		
14	June	340		140		325		
15	Total income							
16	Highest income							
17	Lowest income							
18	Average income							

- Name the tool used to display price of a bottle in Rupees in a few rows in the cell B2.
- Write down the formula that should be written in C9 to obtain total income of selling chilly paste in January.( your formula should be copy and able to C10 : C14 to calculate the answer) (mark 01)
- Write the steps for how to copy the above formula to calculate income of other months. (mark 02)
- Write formula using = function1 ( cell1: cell2) function to calculate the total sales income of mango chutney of six month for the cell E15. (mark 02)
- Write formula using = function2 ( cell3: cell4) function to find the highest income of chilly paste of six months for the cell C16 (mark 01)
- Write formula using = function3 ( cell5: cell6) function to find lowest income of jam of six months for the cell G17. (mark 02)
- Write a formula that should be written in C18 using = function 4 (cell 8:cell 9 , cell 10 : cell 11 , cell 12 : cell 13) to obtained the average income in a month from the sales of three types of bottles. (mark 02)

04. The library of your school maintains the following type of database to keep records of books in the library, members of the library and books issued by the library.

Book\_Table

Book_ID	Book_Name	Author_Name
3405	Madol Doova	Mr. Martin Wickramasinghe
3406	Hath Pana	Mr. Kumarathunga Munidasa
3407	AmbaYahaluwo	Mr. T.B.Ilangarathna

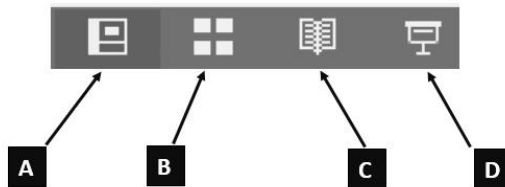
Student\_Table

St_ID	St_Name	Grade
S01	Sanka	6
S02	Hasitha	8
S03	Kumudu	7

Borrowing\_Table

St_ID	Book_ID	Borrowed_Date	Lend_Date
S02	3405	2020/02/02	2020/02/10
S01	3407	2020/02/15	

- i) Write down two primary keys and their respective table names. (marks 02)
  - ii) Write down a foreign key and it's respective table name. (marks 02)
  - iii) Sewwandi who studies in grade 8, obtained the membership on 2020/02/18 and borrowed the novel Madol Doova on that day.
    - a) What table(s) need(s) to be updated in the database? (marks 02)
    - b) Write down the updated row(s) of the table(s) in the database and their respective table name(s). (marks 04)
  - iv) What is the facility in DBMS software , you can use if you want to display the following details of the books which are not returned yet in one table.( Details:-Name of the book, Author, The name of the student who borrowed the book, Grade, Borrowed date) (marks 02)
05. a) Fill the blanks in the following statement related to electronic presentation software.
- i. The presentation can be viewed as slide show by pressing the ..... key
  - ii. Pressing key ..... within a slide show will display the white screen
  - iii. .... is an example for electronic presentation software. (marks 03)
- b) Write down two characteristics of good quality presentation. (marks 02)
- c) Following are some of the icons in view Tab of MS Power Point Software. Write the names of icons labeled as A,B,C and D from the bracket. (marks 02)
- (reading view , slide show , slide sorter , normal view)**



- d) Below are some slides that used to create electronic presentation. What is the facility of an electronic presentation software can be used to change the content arrangement of a slide from 1 to figure 2. (marks 01)



figure 01

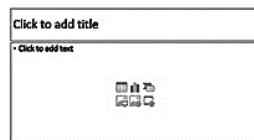


figure 02

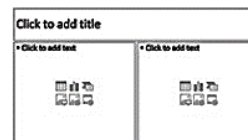


figure 03

- e) Write four different multimedia tools which can be included into a slide when creating an electronic presentation. (marks 04)