

University of the Visual & Performing Arts

Faculty of Music

Academic Year 2019/2020

MUIT 13012 – Introduction to Computer & Its Applications

Student Registration Number

Answer all the questions in this paper itself.

Duration: 02 hours

---

**PART A**

**1. Which of the following is an example of a data processing task of a user?**

- a. Install antivirus software on your computer
- b. Reading email using google email
- c. Deleting selected files in my folder
- d. Calculating total marks of all subjects done by the student using Excel software

**2. Which one is not a Function in MS Excel?**

- a. SUM
- b. AVG
- c. MAX
- d. MIN

**3. Select the option that only contains odd numbers?**

- a.  $1001_2, 10001_2, 100010_2, 10101_2$
- b.  $111_2, 1001_2, 11111_2, 100011_2$
- c.  $1110_2, 100_2, 111010_2, 1100_2$
- d.  $1010_2, 1110_2, 11101_2, 1111_2$

**4. Which of the following represents the given four numbers in descending order?**

- a.  $10011110_2, 157_{10}, 9C_{16}, 233_8$
- b.  $157_{10}, 10011110_2, 9C_{16}, 233_8$
- c.  $233_8, 10011110_2, 157_{10}, 9C_{16}$
- d.  $9C_{16}, 233_8, 10011110_2, 157_{10}$

**5. System software**

- a. Permits you to use application software
- b. Is necessary to start your computer
- c. Provides a microcomputer with instructions necessary to operate the system
- d. Is also referred to as the operating system

6. Which is the most important part of a computer?

- a. Register unit                      b. Memory unit                      c. CPU                      d. Keyboard

7. Which of the following is the commonly used folder that stores deleted messages in an email system?

- a. Trash  
b. Spam  
c. Inbox  
d. Draft

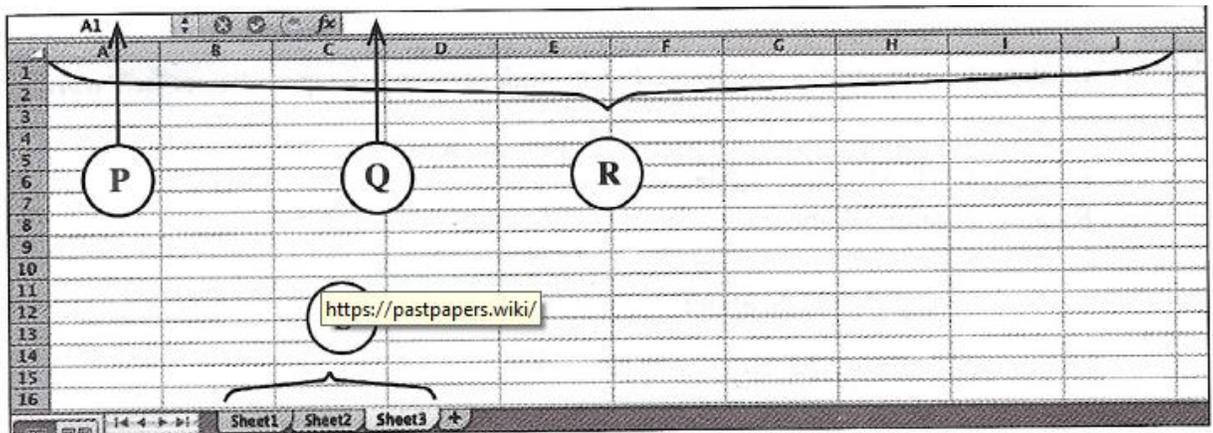
8. The following computer's memory is characterized by low cost per bit stored \_\_\_\_\_

- a. Hard disk  
b. Primary  
c. Secondary  
d. All the above

9. The formula to add the number in cell A3 with the number in cell A4 is

- a. = avg (A3 : A4)  
b. sum (A3 : A4)  
c. = sum (A3 : A4)  
d. sum (A3 + A4)

10. Consider the following spreadsheet segment with four components labeled as P, Q, R, and S. Which of the following represents the P, Q, R, and S labels in the correct order?



- a. Column Heading, Formula Bar, Name Box, Sheet Tabs  
b. Name Box, Column Heading, Sheet Tabs, Formula Bar  
c. Name Box, Formula Bar, Column Heading, Sheet Tabs  
d. Sheet Tabs, Formula Bar, Name Box, Column Heading,

(Marks: 2x10 = 20)

## PART B

Match the contents of column A with those of the column B.

A නිදව සහ B නිදව ගලපන්න

Column A			Column B	
1	Table	.....	A	A type of relationship
2	One-to-one	.....	B	Very small letters just above the line of the text
3	Dot Matrix printer	.....	C	Example for a application software category
4	Graphic Software	.....	D	Electronic mechanism to send messages
5	Email	.....	E	Computer used for general purpose.
6	Superscript	.....	F	Object in MS Access
7	Light pen	.....	G	Impact printer
8	Desktop Computer	.....	H	Example for optical storage device.
9	DVD	.....	I	An absolute reference that is designated in a formula by the addition of this sign
10	Dollar sign(\$)	.....	J	Device used as an alternative input device

(Marks: 2x10 = 20)

## PART C

Fill in the blanks with the most suitable words in the list given below.

හිස්තැනට අදාළ වචනය තෝරා ලියන්න

(Virus, grayscale, MS Access, information processing, hardware, application software, Abacus, Charts, A1-style volatile, Binary)

1. ....display one color with black background
2. ....allow you to illustrate your workbook data graphically.
3. .... of referencing is made up of a letter and a number, which represent the column reference and the row number, respectively.
4. ....is an example for database management system.
5. ....can be a reason for the malfunctioning of the computer
6. Presentation software packages are example for.....
7. ....means convert data into information
8. ....is an example for an early aid for mathematical computations
9. Mechanical devices in the computer are called as.....
10. .... (or "base-2") a numeric system that only uses two digits — 0 and 1

(Marks: 2x10=20)

## PART D

Answer all questions in space provided in the sheet itself.

සියලුම ප්‍රශ්න වලට පිලිතුරු සපයන්න

1. a). What is a Computer?

(4 Marks)

- b). List five main types of computers

(5 Marks)

c). List Five application areas where computers are used in the society

(5 Marks)

2. Following two MS Excel tables are extracted from the accounting department of some musical instrument selling company. Answer the questions by using those two tables.

	A	B	C	D	E	F	G	H	I	J	K	L
1	TransactionNumber	Invoice Number	ItemName	Brand	Unit Price	Quantity	Total	InvoiceDate	Price After Discount			
2	101	112525	4Pcs Guitar Hangers Wall Mount	Ammoon	250	2	500	1/10/2022	450			
3	102	112525	4 PCS Guitar Neck	Ammoon	2,020	2	4,040	1/10/2022	3,636			
4	103	112526	Pioneer Amplifier Hifi Setup	Estima	18,000	1	18,000	1/10/2022	No Discount			
5	104	112527	34 PCS Guitar Accessories Kit	Bradoo	3,500	1	3,500	1/10/2022	No Discount			
6	105	112528	IRIN Adjustable Belt Woven Cotton Guitar Strap	Ammoon	1,993	2	3,986	1/11/2022	3,587			
7	106	112528	Guitar Strap with 3 Pick Holders	Bradoo	2,900	1	2,900	1/11/2022	No Discount			
8	107	112528	34 PCS Guitar Accessories Kit	Bradoo	3,500	2	7,000	1/11/2022	No Discount			
9	108	112531	6Pcs Solid Wood Guitars Picks	Liyunda	3,400	5	17,000	1/12/2022	16,150			
10	109	112532	4 PCS Guitar Neck	Ammoon	2,020	1	2,020	1/12/2022	1,818			
11	110	112533	Harmonica Neck Holder	JoyLife	2,900	2	5,800	1/13/2022	4,930			
12	111	112534	4Pcs Guitar Repair Kit	Liyunda	4,700	3	14,100	1/14/2022	13,395			
13	112	112534	Piano Keyboard Sticker	JoyLife	1,500	10	15,000	1/14/2022	12,750			
14	113	112536	Plastic Acoustic Guitar Bridge Pin	Ammoon	3,200	1	3,200	1/15/2022	2,880			
15	114	112537	Pick, Pick Holder and Guitar Capo	JoyLife	2,000	2	4,000	1/15/2022	3,400			
16	115	112538	Guitar Strap with 3 Pick Holders	Bradoo	2,900	1	2,900	1/15/2022	No Discount			
17												
18												
19	Brand	Ammoon	Liyunda	JoyLife								
20	Discount Rate	10%	5%	15%								
21												
22												

- What is the steps use to find the total of each item? (2 Marks)
- What is the custom number format used in column E, G, and I? (1 Marks)
- If you are required to change the “InvoiceDate” format as Year followed by Month and Date, for example 2022/01/13, what is the custom format you have to use? (1 Marks)
- If you are required to create a pivot table using item transaction data set above.
  - What is the first step you have to follow? (1 Marks)
  - Based on following pivot table, mention the columns that you are put in ROWS and VALUES in pivot table fields. (2 Marks)

Row Labels	Sum of Total	Sum of Price After Discount	Sum of Quantity
Ammoon	13,746.00	12,371.40	8
Bradoo	16,300.00	0.00	5
Estima	18,000.00	0.00	1
JoyLife	24,800.00	21,080.00	14
Liyunda	31,100.00	29,545.00	8
<b>Grand Total</b>	<b>103,946.00</b>	<b>62,996.40</b>	<b>36</b>

- e. In first data set “Price after Discount” column filled with the following formula.

=IFERROR (G2-(HLOOKUP (D2, \$A\$19:\$D\$20, 2, FALSE)\*G2), "No Discount")

Understand the above-given formula and explain the above, using the following function and cell references by using your own words.

- i. IFERROR
- ii. HLOOKUP
- iii. \$A\$19:\$D\$20

(3 Marks)

3. a). Convert the following decimal numbers into binary numbers.

1. 548

2. 3466

(8 Marks)

- b). Convert the following numbers into decimal numbers

1.  $11111011_2$

2.  $453_8$

(8 Marks)

*End of paper.*