

# UNIVERSITY CERTIFICATE TEST FOR INFORMATION TECHNOLOGY

## HETC PROJECT, MINISTRY OF HIGHER EDUCATION

### PRACTICAL TEST – MS OFFICE TWO (02) HOURS

Write Your Index No (Username):

This question paper contains **9 pages** including this instruction page

#### IMPORTANT INSTRUCTIONS:

- The medium of instruction and questions is English.
- This Practical Test consists of four questions that are given equal marks. **Each question is identified using a code which is indicated on the top left hand side.**
- You must attempt all four questions in the Practical Test.  
**Q1:** you have to prepare a word processing file using *MS Office Word 2007*.  
**Q2:** you have to create a Worksheet file using *MS Office Excel 2007*.  
**Q3:** you have to prepare a presentation file using *MS Office Power point 2007*.  
**Q4:** you have to prepare a database file Using *MS office Access 2007*.
- The resources required to do the practical test can be found in the directory called, **"Resources"** in your computer.
- Please make sure to save your answers for above questions separately using the following naming convention **<Index number>\_<Question Code>**.  
Examples: File names of answers for  
Q1: cmb20201\_W03  
Q2: kln20041\_E17  
Q3: mrt20423\_P17  
Q4: rhn20004\_AS4
- You must submit your answers by uploading them to e-testing system at <http://etest.e-learning.lk>  
**Steps:**
  - Log in to the system using your index number (user name) and password.
  - Click the correct link for the question.
  - Click "Choose File" button and select the correct file to upload.
  - Click "upload this file".
  - Please note "file uploaded successfully" message and press continue.
  - Click the file name of uploaded file to download your uploaded answers. Make sure your file is correct and could be opened.
  - Click the links to upload answers for other questions in the similar way.
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