

UNIVERSITY CERTIFICATE TEST FOR INFORMATION TECHNOLOGY
HETC PROJECT, MINISTRY OF HIGHER EDUCATION

PRACTICAL TEST – MS OFFICE
TWO (02) HOURS

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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*.
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- 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
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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>
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