

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.
 - Once you complete uploading your answers, please click the link to logout from the system.
 - Delete all your answers (files) from the local machines.

Model Paper For Practical Test

Thomas Griffiths



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