

General Information Technology Examination

2023, 2024(2025)

Marking Scheme

Paper I

Question No.	Answer No.	Question No.	Answer No.	Question No.	Answer No.	Question No.	Answer No.
01.	2	11.	2	21.	2	31.	2
02.	3	12.	3	22.	1	32.	2
03.	3	13.	3	23.	4	33.	3
04.	3	14.	3	24.	3	34.	2
05.	1	15.	1	25.	1	35.	2
06.	3	16.	2	26.	3	36.	3
07.	3	17.	3	27.	2	37.	3
08.	2	18.	2	28.	3	38.	2
09.	3	19.	2	29.	2	39.	4
10.	4	20.	1	30.	1	40.	2

Special Instruction:

01 Mark for each question

Total Marks: 01 x 40 = 40 Marks

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Department of Examinations, Sri Lanka
 இலங்கைப் பரீட்சைத் திணைக்களம்
 Department of Examinations, Sri Lanka
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GIT E I, II

සාමාන්‍ය තොරතුරු තාක්ෂණ විභාගය, 2023, 2024 (2025)
 பொதுத் தகவல் தொழில்நுட்பப் பரீட்சை, 2023, 2024 (2025)
General Information Technology Examination, 2023, 2024 (2025)

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 பொதுத் தகவல் தொழில்நுட்பவியல் I, II
General Information Technology I, II

General Information Technology II

* Answer four questions only.

1. (a) Write down the essential computer operations required to perform the following tasks. Assume that the hard disk drive C is formatted and empty of data and folders. Further, the computer is switched on and you see the desktop on the computer display.
 - (i) Creating a folder with the name **GIT** on the **C** drive of a given personal computer.
 - (ii) Creating 3 sub-folders inside the **GIT** folder with the names **examples**, **docs** and **solutions**.
 - (iii) Creating a word document containing your index number and name using a word processing software, and to save the document with the file name **mydata.doc** in the **examples** folder you have created in part (ii) above.
 - (iv) Copying the word document **mydata.doc** you have created in the part (iii) above, to the folder **docs** and rename it as **myself.doc**.
- (b) Explain what will happen if you format your drive **C** now.
2. Assume that your ICT teacher has asked you to create a spreadsheet to analyze the marks obtained by the students of the class at an examination. The teacher has given you the following information about her requirements. Each student has sat only 3 papers namely ICT, Statistics, and Logic at the examination. The class has only 5 students.
 - (a) The spreadsheet should contain the index number of the student, name of papers, marks of papers ICT, Statistics, and Logic of each student separately.
 - (b) The total marks scored by each student for all three papers and his/her average mark should be displayed for each student in the next two columns after the marks obtained for the papers.
 - (c) The students' data should be displayed in ascending order on the total marks of students.
 - (d) The maximum mark and the minimum mark that students obtained for each paper should be displayed after the last students data in the spreadsheet.
 - (e) A line chart should be included in the spreadsheet to show the index numbers and their total marks.

Based on the above requirements answer the following questions:

- (i) Draw a rough layout of the spreadsheet giving the column names.
- (ii) Give the formulas to be included in the spreadsheet to compute the above (b) and (d) parts.
- (iii) Write down the procedures needed to be followed for above part (c) and (e).

3. You are asked by your school teacher to use a word processing software to prepare an invitation letter to invite parents of students to the sports meet of the school. The teacher has given you the following layout.

20.03.2025

Invitation to the Annual School Sports Meet

Dear Parents,

We are delighted to invite you to our Annual School Sports Meet, which will be held on **02/06/2025** at the school playground from **8.00 am to 4.00 pm**.

We would be honored to have you as our guest for this special occasion. Your support and encouragement mean a lot to our students and the entire school community.

You can reach us through our email **school@abc.com** for any further information or to confirm your participation.

We look forward to welcoming you to our Annual School Sports Meet.

Warm regards,

The principal
ABC school

- (i) Explain what features of a word processing application should be used to create the above layout of the invitation letter and where these features have to be used.
- (ii) If you are also given the list of names and addresses of the parents, what feature of the word processing software can be used to generate invitation letters to the individual parents automatically by replacing the 'Dear Parents' of the letter by the name and address of the individual parent? Explain how would you do that?
- You should give the required changes to the invitation letter by copying the layout above into your answer sheet showing the field names required for this and where they should be placed in the invitation letter.
4. As the principal of 'Green Valley High School,' I need a reliable and efficient way to manage the school's data, including student information, class enrollments, and teacher assignments. Currently, our data management is mostly manual, leading to inefficiencies, errors, and difficulty in retrieving information quickly. I believe that a computerized database system can address these issues. I need a report of how such a database system can be developed and implemented, highlighting its advantages, disadvantages and the processes involved.
- Your report should include the following information also.
- (a) Explain what a database is.
- (b) Describe why the school needs a database application.
- (c) Suggest possible tables and fields.
- (d) Suggest primary keys and foreign keys of the tables suggested.

5. Chamath is studying Information Technology at a leading university. He is required to do an undergraduate project using a software tool that provides a free license for the students. After completing the registration process at the official website, he is automatically redirected to a mirror site to download the software since the main server is overloaded. However, before the mirror site is loaded, his browser issues a warning to alert him that the site uses a self-signed digital certificate rather than a trusted digital certificate.

- (i) What is a digital certificate?
- (ii) Write down **two** advantages and **two** disadvantages of using a self-signed digital certificate.
- (iii) Chamath decides to visit the website and download the required tool despite the warning. Do you agree with him? Justify your answer.

6. The following diagram shows a browser display of a web page.

Animals

Dog

Dogs are domesticated mammals, not natural wild animals. They were originally bred from wolves. They have been bred by humans for a long time, and were the first animals ever to be domesticated.

- Family: Canidae
- Lifespan: 10-13 years
- Diet: Omnivore

Cat

Cats are small, carnivorous mammals that are often kept as pets. They are known for their independence, agility, and playful behavior. Domestic cats are highly valued by humans for their companionship and their ability to hunt vermin.

- Family: Felidae
- Lifespan: 12-15 years
- Diet: Carnivore

Elephant

Elephants are large mammals of the family Elephantidae and the order Proboscidea. They are known for their large ears, tusks made of ivory, and their trunks, which are actually a fusion of their nose and upper lip.

- Family: Elephantidae
- Lifespan: 60-70 years
- Diet: Herbivore

Figure : web page

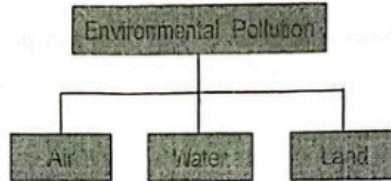
Write the required HTML code to display the information on the web browser display. State clearly your assumptions, if any.

7. Your teacher requests you to prepare a presentation for the Science Competition–2025 under the title of 'Environmental Pollution' using a presentation software. Teacher has given the following guidelines for the preparation of the presentation.

Slide 1: It should contain the title and the presenter's details. 'The Environmental Pollution' is the title of the presentation and 'Mr. A. Kumar, ABC School, Matara' is the presenter's details.

Slide 2: It should give an introduction to environmental pollution.

Slide 3: It should display the major types of environmental pollution as follows:



Slides 4-6: Describe each type of environmental pollution with an image located on the right side and the caption located on the left side of the slide.

Slide 7: A graph projecting the historical growth of environmental pollution.

Further, the teacher advises you to use the most appropriate slide layouts and subtitles for each slide and to add the applicable animations and transitions for the presentation to attract the audience.

Answer the following questions:

- List any **three** characteristics of an effective presentation.
- Write the most appropriate slide layout you can choose for each slide.
- Write down the steps you need to follow to select a slide layout.
- Write down the steps to visualize slide 3.
- Write down the steps to insert images into the slides from 4 to 6.
- Write down **two** differences between animation and transition.

* * *



Qn	Answer	Marks
1(a)(i)	Using the GUI <ul style="list-style-type: none"> ● Open C drive ● Create a new folder ● Name the folder as GIT OR Using the CLI <ul style="list-style-type: none"> ● Activate the command line ● At the command prompt type mkdir c:\git or md c:\git (Order is important.)	1 2 2 OR 2 3
1(a)(ii)	Open the GIT folder on the C drive <ul style="list-style-type: none"> ● Create 3 sub-folders with the names examples, docs and solutions (ignore minor spelling mistakes of folder names) 	1 1 x 3
1(a)(iii)	<ul style="list-style-type: none"> ● Open a document by using a <u>word processing software</u> <i>is must</i> ● In the document type your index number and name ● Save the document in the examples folder with the name mydata 	2 1 x 2 2
1(a)(iv)	<ul style="list-style-type: none"> ● Open the folders Examples and Docs ● Copy the file with the name mydata.doc in the folder examples to the folder Docs ● Rename this file as myself.doc OR <ul style="list-style-type: none"> ● By using the Save as option in the word processor save the document with the name myself in the folder Docs. 	2 x 1 2 2 OR 2 x 3
1(b)	This will erase both files and folders on the C drive	2 x 2

Erase or select all - give 1 mark.

Qn	Answer	Marks
2(i)	Your layout should have the following <ul style="list-style-type: none"> ● 6 columns with the headings IndexNo, ICT, Statistics, Logic, Total, Average ● 5 data rows and two more rows after data for the Maximum and Minimum marks. 	1 x 6 1 x 3
2(ii)	<ul style="list-style-type: none"> ● Correct range with correct function (sum, average, max, min) or correct formula with correct cell address (only for sum, average) OR <ul style="list-style-type: none"> ● Correct function but incorrect range 	2 x 4 OR 1 x 4
2(iii)	part (c) <ul style="list-style-type: none"> ● Select the data range ● Select Data → Sort ● Select the Total column and select Sort Order as ascending OR <ul style="list-style-type: none"> ● Select Total column ● Select Sort & Filter ● Select sort order as Ascending ● Select Expand the selection & Sort part (e) <ul style="list-style-type: none"> ● Select columns Index No and Total by using Ctrl key ● Select Insert → Line chart 	1 1 1 x 2 OR 1 x 4 1 x 3 1

Qn	Answer	Marks
3(i)	<ul style="list-style-type: none"> ● Top date – Right align ● Letter title – Change Font Size, Bold, Underline and Center ● Body of the content – Justify ● Data and time of the first para- Bold 	2 2 x 4 2 2
3(ii)	<ul style="list-style-type: none"> ● Mail merge ● Create the Data Source with Name and Address ● Included in the letter where Parent Names and Addresses should appear from the data source. 	3 4 (2+1+1) 2 x 2



Qn	Answer	Marks
6	<p>The following structure should be there.</p> <pre data-bbox="454 286 654 504"> <html> <head> </head> <body> </body> </html> </pre> <p><i>Open and close pair is required</i></p> <ul data-bbox="411 739 1252 929" style="list-style-type: none"> ● Use of a high level heading tags for title Animal and a low level hedging tag for Dog or Cat or Elephant. ● Use of <p> </p> for paragraphs ● Use of for lists and for list items ● Completeness 	<p>4 x 3</p> <p>2 x 2</p> <p>2</p> <p>2 x 2</p> <p>3</p>

Qn	Answer	Marks
7(a)	<ul style="list-style-type: none"> ● Relevance: ideas should be well adapted to the target group ● Visualization: contribute to the better comprehensibility of your content (animation, transition, font size, font color, background color etc....) ● Spelling and Grammar: spelling & Grammar should be Correct ● Clear Message: concise and should be focused on the topic ● Involvement: should have the potential to convey the required information ● Timing: stick to the agreed time and don't overrun ● Good conclusion: how your presentation ends 	<p>2x3 3x2</p>
7(b)	<ul style="list-style-type: none"> ● Slide 1: Title Slide ● Slide 2: Title and Content ● Slide 3 and 7: Title and Content or Blank ● Slide 4-6: Picture with Caption or Content with caption 	1 x 7
7(c)	<ul style="list-style-type: none"> ● Home → Layout → Select the Appropriate Layout <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Home → New Slide → Select the Appropriate Layout 	3
7(d)	<ul style="list-style-type: none"> ● Select <u>Slide 3</u> and click on <u>Slide show</u> button <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Select <u>Slide 3</u> and press <u>Shift</u> with the <u>F5</u> key. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Select <u>Slide 3</u> and select <u>Slide Show</u> Tab → from Current Slide 	3
7(e)	<ul style="list-style-type: none"> ● Click on the picture icon in Slide → Select the Picture → Open <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Insert → Pictures → Select the Picture → Open 	2

Qn	Answer	Marks
7(f)	<p>Transitions:</p> <ul style="list-style-type: none"> ● A transition is applied to an entire slide. ● Only one transition effect can be applied to a slide. ● Special effect that occurs when you change one slide and move on to the next during a presentation. ● How a slide appears in a presentation <p>Animation:</p> <ul style="list-style-type: none"> ● Special effect that applies to a single element on a slide such as text, a shape, an image, and so on. ● An animation is applied to a single element ● Sequence of appearance of objects in a slide ● Content of the slide can have multiple animation effects on it. 	2 x 2



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