

**UNIVERSITY COLLEGE TATI (UC TATI)****FINAL EXAMINATION QUESTION BOOKLET**

COURSE CODE	:	DTG 1013 311
COURSE	:	COMPUTER APPLICATION IN TECHNOLOGY MANAGEMENT
SEMESTER/SESSION	:	2, 2024/2025
DURATION	:	3 HOURS

Instructions:

1. This booklet contains Part A and Part B. Answer ALL questions.
2. All answers should be written in the answer booklet.
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise your hand and ask the invigilator.

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO
THIS BOOKLET CONTAINS 8 PRINTED PAGES INCLUDING COVER PAGE

PART A: 20 MARKS

Answer ALL questions in the OMR form provided.

1. What is Microsoft Access primarily used for?
 - A) Spreadsheet analysis
 - B) Database management
 - C) Web browsing
 - D) Image editing

2. Which of the following objects is used to store data in Access?
 - A) Form
 - B) Table
 - C) Query
 - D) Report

3. In Access, what does a "Primary Key" ensure?
 - A) Unique identification of each record
 - B) Sorting of data
 - C) Format of the table
 - D) Duplication of records

4. What type of relationship exists when one record in Table A corresponds to multiple records in Table B?
 - A) One-to-Many
 - B) Many-to-One
 - C) Many-to-Many
 - D) One-to-One

5. Which view allows you to design the structure of a table?
 - A) Datasheet View
 - B) Design View
 - C) Layout View
 - D) Report View

6. What is a query in Access used for?
 - A) Inputting data
 - B) Retrieving specific data from a database
 - C) Formatting reports
 - D) Printing tables

7. Which of the following is NOT an Access object?
 - A) Table
 - B) Form
 - C) Module
 - D) Worksheet

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8. What does a Report in Access help you do?
 - A) Enter data into a table
 - B) Analyze and print data
 - C) Write SQL queries
 - D) Manage relationships

9. Which data type in Access is used for alphanumeric text?
 - A) Text
 - B) Number
 - C) Currency
 - D) Date/Time

10. What is the purpose of relationships in Access?
 - A) To reduce data redundancy
 - B) To increase data size
 - C) To enhance performance speed
 - D) To sort records alphabetically

11. Which Access feature allows you to control what data users can view or edit?
 - A) Queries
 - B) Forms
 - C) Reports
 - D) Macros

12. What is a form in Access typically used for?
 - A) Formatting queries
 - B) Entering and editing data
 - C) Sorting tables
 - D) Creating charts

13. Which of these field properties enforces that each record has a unique value?
 - A) Validation Rule
 - B) Input Mask
 - C) Indexed
 - D) Primary Key

14. What happens if you delete a field in a table's design view?
 - A) Only the field name is deleted
 - B) The data stored in that field is also deleted
 - C) The field becomes hidden but data remains
 - D) Nothing, it's only a visual change

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15. What is the maximum number of characters allowed in a Text field in Access?
 - A) 100
 - B) 255
 - C) 500
 - D) 1024

16. How can you ensure referential integrity between two related tables?
 - A) By setting a primary key in both tables
 - B) By using the "Enforce Referential Integrity" option in relationships
 - C) By creating a query to check data consistency
 - D) By enabling macros

17. What happens when you enforce referential integrity between tables?
 - A) Only matching records are displayed
 - B) Ensure entry of consistent data
 - C) Deletes all related records
 - D) Automatically sorts records alphabetically

18. Which file extension does a default Access database file use?
 - A) .doc
 - B) .accdb
 - C) .dbf
 - D) .xlsx

19. Which database object is used to enter, modify, or view records in Access?
 - A) Table
 - B) Query
 - C) Form
 - D) Report

20. Which of the following tools in Access is used to create a summary report?
 - A) Simple Report Wizard
 - B) Form Wizard
 - C) Crosstab Query Wizard
 - D) Chart Wizard

PART B: 80 MARKS**QUESTION 1**

You are the sales manager of a company that sells three products: Laptops, Smartphones, and Tablets. You have been provided with the monthly sales data for January to June 2024. Using Microsoft Excel, measure the following tasks:

Month	Laptops	Smartphones	Tablets	Total Sales
January	10500	12000	7000	
February	12700	11000	7500	
March	25000	13000	8000	
April	8600	12500	8500	
May	15800	14000	9000	
June	13000	14500	10000	

- a) Format all currency values to "RM" (Malaysian Ringgit). (4 marks)
- b) In the total sales column, use a formula to calculate monthly total sales. (3 marks)
- c) Add a row at the bottom of the table to calculate the total sales for each product. Use a formula to calculate the sum. (3 marks)
- d) Create a bar chart to display the product name and their monthly sales. Ensure the chart has a title, labeled axes, and appropriate colours. (10 marks)
- e) Create a bar chart to display the product name and their total sales only. Ensure the chart has a title, labeled axes, and appropriate different colours. (10 marks)

Save your file with the name: **ExcelFinal_YourName_YourID**

QUESTION 2

The Multimedia College has requested students to prepare an announcement advertising for their family day event. The student that creates the winning announcement will receive a free ticket to the buffet.

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You are invited!

Faculty Family Day

Dear Faculty Members and Families,

We are excited to invite you to our **Faculty Family Day!** This special event is an opportunity for all faculty members to celebrate together with their loved ones.

Details of the event:

Date: 5th November 2024

Time: 8.30am – 2.00pm

Venue: Lobby Building Academic A and Academic B

Dress Code: sport attire

Activities: Fun games, interactive sessions, and a family-friendly picnic.

This event is designed to promote a sense of community and strengthen the bonds between our faculty and their families. We look forward to enjoying a fun-filled day with everyone!

Please confirm your participation by 15th October 2024 to help us plan for the day, so register early!

See you there!

Any enquiries, call Fatimah at 019-9088889

Based on above information, using Microsoft Word, demonstrate the announcement based on below format:

- a) Headlines of the announcement:
 - i) use 36-point Cooper Black bold font (2 marks)
 - ii) change text to uppercase (2 marks)
 - iii) change the colour of the headline to green (2 marks)
 - iv) text alignment: Center (2 marks)

- b) Body of the announcement:
 - i) add a blue double underline below the text: so, register early! (2 marks)
 - ii) 36-point Impact font, center, red colour for text: Faculty Family Day (2 marks)
 - iii) add a bullet to the five elements detail of the events. (2 marks)
 - iv) insert a proper graphic about the event and put it between the headline and the body of the announcement. Center the graphic. (2 marks)
 - v) enlarge the graphic (the announcement must be fit on a single page). (2 marks)
 - vi) Use 16-point Times New Roman font. (2 marks)
 - vii) Alignment text: Justified (2 marks)

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- c) Last line of the announcement:
- i) Using 20-point Britannic Bold font. (2 marks)
 - ii) Center the last line. (2 marks)
 - iii) Change the font colour to blue. (2 marks)
- d) Organize the overall structure and content in the announcement. (2 marks)

Save your file with the name: **WordFinal_YourName_YourID**

QUESTION 3

You are working as a credit card assistant responsible to prepare a PowerPoint presentation about the credit card safety for new user of credit card. The branch manager asked you to prepare the slide and given the detail of information about wise credit habits.

- | | |
|---|--|
| 1)Credit Card Safety
Guard Your Card
Brian Brown
Credit Union Manager | 3)Secure Your Cards
Do not
-Put credit card in glove compartment
-Lend your card to anyone
-Write your password on your card |
| 2)Check Your Monthly Statements
Compare receipts with billing statements
Check personal information
Shred all documents and receipts | 4)Take Security Measures
Forward mail if you move
Call immediately when problem arise |

Using Microsoft PowerPoint, shows the presentation:

- a) Create a new presentation using Metropolitan template. (2 marks)
- b) Use slide master with solid fill format background. (2 marks)
- c) Using the notes given to you,
 - i) use your name in place of Brian Brown. (2 marks)
 - ii) Italicize your name. (2 marks)
 - iii) Increase the font size of the title paragraph, Credit Card Safety, to 60. (2 marks)
 - iv) Decrease the font size of the third paragraph of the subtitle text, Credit Union Manager, to 24. (2 marks)
 - v) All information in the first slide in center paragraph. (2 marks)

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- d) Create the three text slides with bullets list to all main information.
The font size for main information is 44. The sub-information is 32. (6 marks)

Save your file with the name: **PPointFinal_YourName_YourID**

-----End of Question-----

ADDITIONAL NOTES:

1. Combine all your work from **Microsoft Word, Excel, and PowerPoint** into a **single file (create file)**.
2. Rename the file with your **NAME** and **STUDENT ID** clearly.
3. Copy the file to a **USB pendrive** provided by exam assistants.
4. **Failure to follow these steps may result in incomplete submission.**