

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

COURSE CODE	: DNT 1033
COURSE	: INTRODUCTION TO COMPUTER TECHNOLOGY
SEMESTER/SESSION	: 1 -2021/2022 & 1 – 2022/2023
DURATION	: 3 HOURS

Instructions:

1. This booklet contains **5** questions. Answer **ALL** questions.
2. All answers should be written in answer booklet.
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise up your hands and ask the invigilator.

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO

THIS BOOKLET CONTAINS 6 PRINTED PAGES INCLUDING COVER PAGE

QUESTION 1**WORD PROCESSOR: MS WORD**

- a) Type the content from **ATTACHMENT1**. (2 marks)
- b) Apply the formatting as given below :
- i) Set the paper size to "A4". (2 marks)
 - ii) Set the margins to "1 cm" for top, bottom, left and right. (2 marks)
 - iii) Set the line spacing to "1.5 lines". (1 mark)
 - iv) Change the font to "Arial", size "12-point". (2 marks)
 - v) Align the text to "Justify". (2 marks)
 - vi) Arrange the "Forty years of the internet: how the world changed for ever" with Bold format font "Arial", size "18- point" and Align the text to "center". (4 marks)
 - vii) Insert **ONE (1)** computer picture the top first paragraph. (2 marks)
 - viii) Rearrange the document into two columns with line in the middle of columns. (4 marks)
 - ix) Insert the page number and line at footer. (2 marks)
 - x) Insert the Table with two columns for heading and five rows for contents that contain the list of five generation of computers using bullet. (4 marks)
- c) Save the document as "<Your-Matric-Number>_FINALWORD.docx" in your selected drive. (2 marks)

INTRODUCTION TO COMPUTER TECHNOLOGY (DNT 1033)

QUESTION 2

SPREADSHEET: MS EXCEL

- a) Prepare the data as given in Table and Save as <YourMatricNo>_FINALEXCEL.xlsx in your selected drive.

Table 1

ABC CORPORATION

Name	Hours	Wage	Gross	Taxes	Net	
Lanchance	40.5	15.75				
Warner	39.5	35.5				
McKaig	27.75	29.85				
Shaw	38	32				
Brooksbank	29	31				
Darrach	15	18.54				
Ruypers	14.75	15.75				

Totals:

- b) Apply all the questions given below:
- i) Fill in the Gross Pay column by using a formula which multiplies the Hours worked times the Hourly Wage. (4 marks)
 - ii) Fill in the Taxes column by using a formula which calculates 35% of the Gross Pay. (4 marks)
 - iii) Fill in the Net Pay column with a formula which subtracts the Taxes from the Gross Pay. (4 marks)
 - iv) Using the built in function 'sum', calculate the totals of the last three columns. (3 marks)

INTRODUCTION TO COMPUTER TECHNOLOGY (DNT 1033)

- v) Format the hour's column to 1 decimal place and all other numbers to currency with 2 decimal places. (4 marks)
- vi) Sort the employees into alphabetical order. (2 marks)
- vii) Format the table with a border all filled cell and arrange the title in centered from range A2 to G2 with filled yellow colour. (4 marks)
- viii) Add your name using a header and the date and time as a footer to the spreadsheet. (4 marks)

QUESTION 3

MICROSOFT POWERPOINT

Create **TWO (2)** power point slides containing information as following. Save the slides as <YourMatric>_No_FINALPPOINT.ppt. in your selected drive. (2 marks)

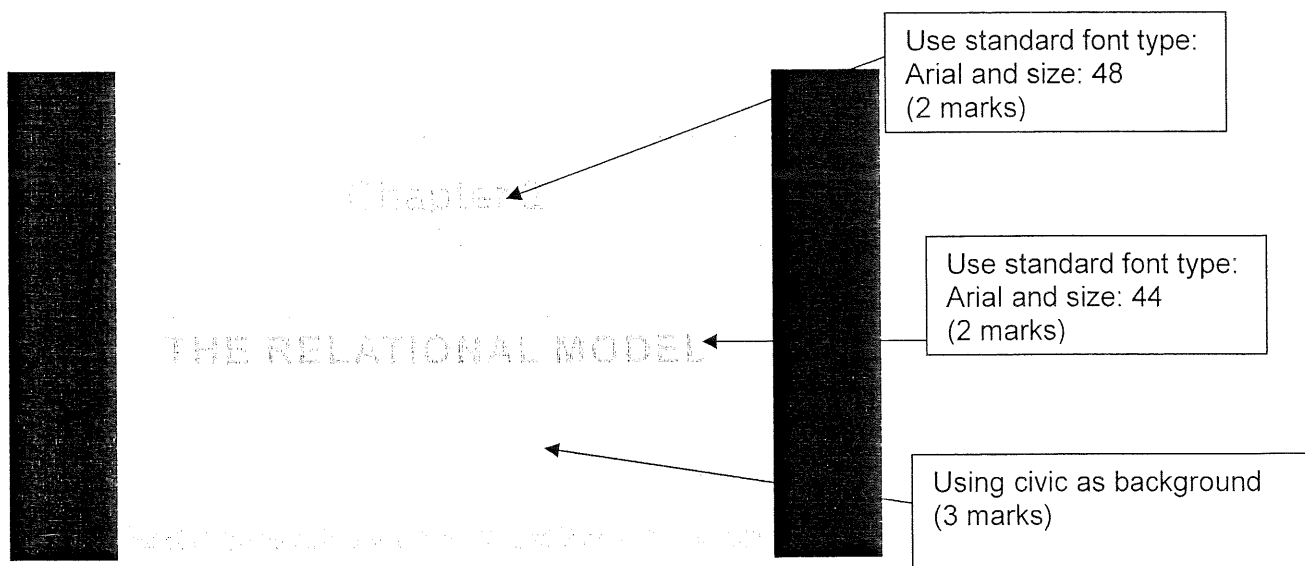


Figure 1: Slide 1

Use standard font type:
Arial and size: 20
(2 marks)

Attributes of a relation serve as names for the columns of the relation. Usually, an attribute describes the meaning of entries in the column below.

Table = *relation*.
Column headers = *attributes*.

Attribute

Title	Year	Length
Star Wars	1977	124
Might Ducks	1991	104
Wayne's World	1992	95

Use standard font type:
Arial with Bold and
size: 36
(2 marks)

Insert Table with
3 columns and 4 rows.
(4 marks)

Use standard font type:
Arial and Italic and size:
20
(2 marks)

Figure 2: Slide 2

QUESTION 4

MICROSOFT POWERPOINT

- a) Describe the steps involved in setting the footer and header. (4 marks)
- b) Describe the steps to create a hyperlink to a webpage. (4 marks)
- c) Describe the steps in order to delete the slide. (4 marks)

QUESTION 5

MICROSOFT POWERPOINT

- a) Describe the steps to change the numbers in a selected numbered list. (5 marks)
- b) Explain the steps to insert the Clip Art in the New Slide. (6 marks)

ATTACHMENT1

Forty years of the internet: how the world changed for ever

Towards the end of the summer of 1969 – a few weeks after the moon landings, a few days after Woodstock, and a month before the first broadcast of Monty Python's Flying Circus – a large grey metal box was delivered to the office of Leonard Kleinrock, a professor at the University of California in Los Angeles. It was the same size and shape as a household refrigerator, and outwardly, at least, it had about as much charm. But Kleinrock was thrilled: a photograph from the time shows him standing beside it, in requisite late-60s brown tie and brown trousers, beaming like a proud father.

Had he tried to explain his excitement to anyone but his closest colleagues, they probably wouldn't have understood. The few outsiders who knew of the box's existence couldn't even get its name right: it was an IMP, or "interface message processor", but the year before, when a Boston company had won the contract to build it, its local senator, Ted Kennedy, sent a telegram praising its ecumenical spirit in creating the first "interfaith message processor". Needless to say, though, the box that arrived outside Kleinrock's office wasn't a machine capable of fostering understanding among the great religions of the world. It was much more important than that.

There are five generations of computer:

- **First generation–1946 -1958**
- **Second generation–1959 -1964**
- **Third generation–1965 -1970**
- **Fourth generation–1971 -today**
- **Fifth generation–Today to future**

-----End of question-----