

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

COURSE CODE	: DCT 1013
COURSE	: INTRODUCTION TO INFORMATION TECHNOLOGY
SEMESTER/SESSION	: 1-2023/2024
DURATION	: 3 HOURS

Instructions:

1. This booklet contains 5 questions consists of theory and practical questions. Answer **ALL** questions.
2. All answers should be written in the answer booklet provided.
3. All practical answers are to be saved in folder at the desktop of computer provided. Naming the folder by your matric number.
4. Write legibly and draw sketches wherever required.
5. If in doubt, raise 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

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QUESTION 1

- a) Define computer. (2 marks)
- b) Explain **THREE (3)** advantages and **THREE (3)** disadvantages of using computers. (12 marks)
- c) List **FOUR (4)** features of emphasis in MS Word. (4 marks)
- d) Identify **FIVE (5)** formatting styles in MS Word. (5 marks)

QUESTION 2

- a) State **FOUR (4)** techniques move the cursor from cell to cell. (4 marks)
- b) List **FOUR (4)** types of format button in spreadsheet. (6 marks)
- c) Identify **FOUR (4)** types of slide layout in MS PowerPoint. (4 marks)

QUESTION 3

You are required to create **FOUR (4)** PowerPoint slides based on give information. Based on your creativity, insert slide transition, background and contents. You need to save your work by name it with your matric number (eg: *FET1013 19B14015.pptx*).

- a) Slide 1
- i. Layout: Slide Title (1 mark)
 - ii. Title : '_Penularan COVID19' – apply animation (2 marks)
 - iii. Subtitle : Type your full name (1 mark)
- b) Slide 2
- i. Layout: Title and content (1 mark)
 - ii. Title : Table of contents (1 mark)
 - iii. Content: List all **FOUR (4)** slides title and create links to every slide in this document (4 marks)

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- c) Slide 3
- i. Title : '_Pencegahan Diri' (1 mark)
 - ii. Content: Provide content for methods of prevention the virus in **ONE (1)** SmartArt graphic with animation. (3 marks)
 - iii. Add text **-Go back** to Table of Contents and return to Slide 2 when clicked. (2 marks)
- d) Slide 4
- i. Layout: Section header (1 mark)
 - ii. Title : '_Berita Terkini Covid-19' (1 mark)
 - iii. Content: Insert ClipArt (hospital/doctor) and create hyperlink to '<http://covid-19.moh.gov.my>' (2 marks)
 - iv. Add text **-Go back** to Table of Contents and return to Slide 2 when clicked. (2 marks)
- e)
- i. Apply slide transition and slide number (1 mark)
 - ii. Insert footer with your matric number (1 mark)

QUESTION 4

As the clerk of Semangat Sdn. Bhd, you have been given a document by your leader to be edited. The items that you need to prepare as the following:

- a) Load Microsoft Word.
- b) You need to save your work by create a folder and name it with your matric number (**eg: FET1013 19B14015.docx**). (1 mark)
- c) Starting at the first line in the document, click Title from the Styles group; type the title **"WORKING WITH MS WORD"**. (2 marks)
- d) Center the title **"WORKING WITH MS WORD"**. (1 mark)
- e) Press enter twice after the Title; click Heading 1 from the Styles group, then type the heading **"Open and Save a Document"**; press enter once. (3 marks)

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- f) Type the following text in Figure 1 below with the heading "**Open and Save a Document**": (1 mark)

Once you open MS Word 2013, you can start a Blank document or choose a template which is formatted and provided by Microsoft for you to use. On the left panel, you should see a list of your most recently opened documents. If the document you want to open is not listed, click Open Other Documents link at the bottom of the panel. However, if you are inside MS Word, click File > Open then browse to the location where you have the document you want to open.

To save a document for the first time, click File > Save As. Or click the floppy disk icon at the upper left corner of the MS Word application's window (the Quick Access Toolbar). Also, you can use the keyboard shortcut Ctrl + S. The Save As dialog box will open. Browse to the location where you want to save your document, then click save. Remember that the default file extension in MS Word 2013 is .docx. However, you can save the document in other formats by opening the Save as type list.

Figure 1

- g) Bold **open MS Word 2013**. Use the Format Painter to apply Bold to the text as shown in Figure 2. (1 mark)
- h) Apply Italic to the paragraphs. (1 mark)
- i) At the end of the second paragraph, place the Insertion Point, then press Enter once and then click Heading 1 from the styles group located under the home tab. (2 marks)
- j) Type the text "**Copy and Paste in a Document**". Press enter once after the heading, and type the following text as shown in Figure 2: (1 mark)

To copy and paste text in MS Word 2013, highlight the text you want to Copy. Click Copy from the Clipboard group located under the home tab. Move the cursor to a new location then click Paste from the Clipboard group. You can also use the following keyboard shortcuts:

- Ctrl + C to Copy
- Ctrl + X to Cut
- Ctrl + V to Paste

Figure 2

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- k) Select the entire paragraph, including the heading, "Copy and Paste in a Document.", cut the selected text, then Position the Insertion Point below the last paragraph in Figure 2 then press Enter; Paste the text. (3 marks)
- l) Bold **Copy and Paste**; use the Format Painter to apply Bold to the text as shown in Figure 2. (1 mark)
- m) Apply Italic to the paragraph. (1 mark)
- n) Insert Footer and type your name. (2 marks)

QUESTION 5

The Nadi University College final exam is just around the corner so that all marks including tests, quizzes and assignments must be key in into the college system. As one of the lecturer, you need to **create a report** of Students' Marks by using MS Excel as per below. You need to save your work by name it with your matric number (eg: *FET1013 19B14015.xlsx*).

- a) The report must include the field of:
- i. Name of 10 students (1 mark)
 - ii. Students' Matric Number (1 mark)
 - iii. Quiz (10%) (2 marks)
 - iv. Test (20%) (2 marks)
 - v. Assignment (20%) (2 marks)
 - vi. Carry marks (50%) (2 marks)

No.	Name	Matric Number	Quiz 1	Quiz 2	Total Quiz	Test 1	Test 2	Test 3	Total Test	Assignment 1	Assignment 2	Total Assignment	Carry Marks
1	Zuhairah binti Kassim	19A3D4001	7	6	6.5	18	25	23	16.66	20	10	22.5	45.66
2	Abdul Mujib bin Anuar	19A3D4002	5	9	7	15	20	28	15.09	15	17	24	46.09

Figure 3: Example of Marks Calculation

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- b) After complete the report, you need to prepare **TWO (2)** types of chart:
- i. **Create a column chart** for name of students per Carry Marks and move your chart to different sheet. Rename your sheet as '**Class Result**'.
(2 marks)
 - ii. **Create a pie chart** for the total marks of quizzes, tests and assignments for the highest scorer then move the chart also to the different sheets then rename the sheet as "**Marks for Assessments**".
(2 marks)

Additional features for extra marks:

- i. Add suitable title to column and pie chart (2 marks)
- ii. Add y-axis and x-axis name for column chart (2 marks)
- iii. Add legend to pie chart (3 marks)

----- End of Questions -----