

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

COURSE CODE	: DTG1013
COURSE	: COMPUTER APPLICATION IN TECHNOLOGY MANAGEMENT
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 8 PRINTED PAGES INCLUDING COVER PAGE

QUESTION 1

WORD PROCESSOR: MS WORD

- a) Type document in **ATTACHMENT1**. (2 marks)
- b) Apply the given format below :
- i) Set the paper size to "A4". (2 marks)
 - ii) Set the margin to "1 cm" for top bottom, left and right. (2 marks)
 - iii) Set the line a spacing to "1.5 lines". (2 marks)
 - iv) Change the font to "Arial", size "12-point". (2 marks)
 - v) Align the text to "Justify". (2 marks)
 - vi) Arrange the "Computers and Internet" with Bold font "Arial", size "18- point" and align the text to "center". (3 marks)
 - vii) Insert **ONE (1)** image of computer picture above the Title. (2 marks)
 - viii) Rearrange the document into two columns with line in the middle of columns. (2 marks)
 - ix) Insert the Table with contains two columns and five rows that contain the list of five generation of computers. (4 marks)
- c) Save the document as "<Your-Matric- Number>_FINALWORD.docx" in your selected drive. (2 marks)

QUESTION 2

SPREADSHEET: MS EXCEL

Prepare the data as given in Figure 1 and Save File as <YourMatricNo>_FINALEXCEL.xlsx in your selected drive.

Month	Sales - Region 1	Sales - Region 2	Sales - Region 3	Totals	Commission Rate(6%)
Jan	\$ 22,876.00	\$ 13,956.00	\$ 6,545.00		
Feb	\$ 32,222.00	\$ 3,412.00	\$ 5,546.00		
Mar	\$ 14,321.00	\$ 11,233.00	\$ 7,786.00		
Apr	\$ 13,423.00	\$ 23,421.00	\$ 4,443.00		
May	\$ 15,532.00	\$ 11,233.00	\$ 8,999.00		
Jun	\$ 19,087.00	\$ 22,111.00	\$ 10,232.00		
Total					
Average					
Adjusted Sales					
High Sales					
Lower Sales					

Figure 1

- a) Format all numbers as currency in dollar sign. (4 marks)
- b) Type heading 'Sales for the Month' and center the heading across the spreadsheet using merge and center from range A1 to F1. (4 marks)
- c) Format border all heading and contents. (4 marks)

- d) Create a formula to calculate the questions below:
- i) Total for each region. (2 marks)
 - ii) Total for every month. (2 marks)
 - iii) Find the average for all regions. (2 marks)
 - iv) Find the commission rate. (2 marks)
 - v) Find higher sales and lower sales. (2 marks)
- e) Provide a bar graph for every region. Your graph must have Title: Sales based on region. (3 marks)

QUESTION 3

MICROSOFT ACCESS

- a) Create a new database, save it as academic.accdb. (2 marks)

Create table for academic database based on the following data:

Table 1: Student Table

Field Name	Data Type	Field Size or Format
Metric_no	Text	10
Name	Text	30
Telephone_no	Number	Long Integer
Birthdate	Date/Time	Medium Date
Salary	Currency	Currency

Metric_no	Name	Telephone_no	Birthdate	Salary
BC10000001	Mohd Ali bin Ismail	199538916	6/18/2021	\$2,000.00
BC10000002	Ahmad bin Abdullah	38887777	4/5/1976	\$5,000.00
BC10000003	Kamal bin Mohd	19673747	5/5/1974	\$6,000.00
BC20000005	Johan bin Jaafar	67727737	6/2/1972	\$6,000.00
BC10000004	Ismail bin Muda	13644344	6/4/1986	\$2,000.00

Figure 2

- b) Create a table, save as student and set Metric_no as primary key. (3 marks)
- c) Open student table and enter five complete records. (2 marks)
- d) Sort the table in ascending order by name. (2 marks)
- e) Delete the last record you entered. (2 marks)
- f) Display the list of student which salary > \$5000. (2 marks)
- g) Design **ONE (1)** form which allows you to enter data. (2 marks)
- h) Design **ONE (1)** report to display the list of students. (2 marks)

QUESTION 4

MICROSOFT POWERPOINT

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

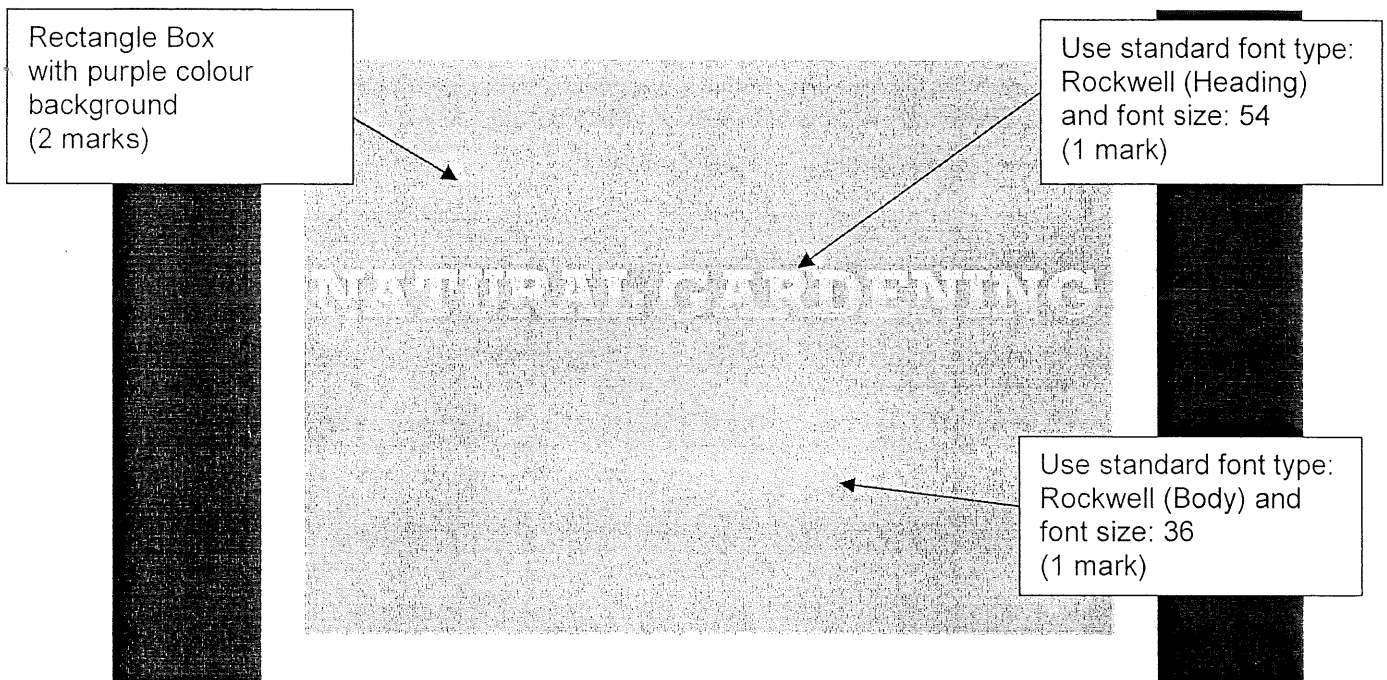


Figure 3: Slide 1

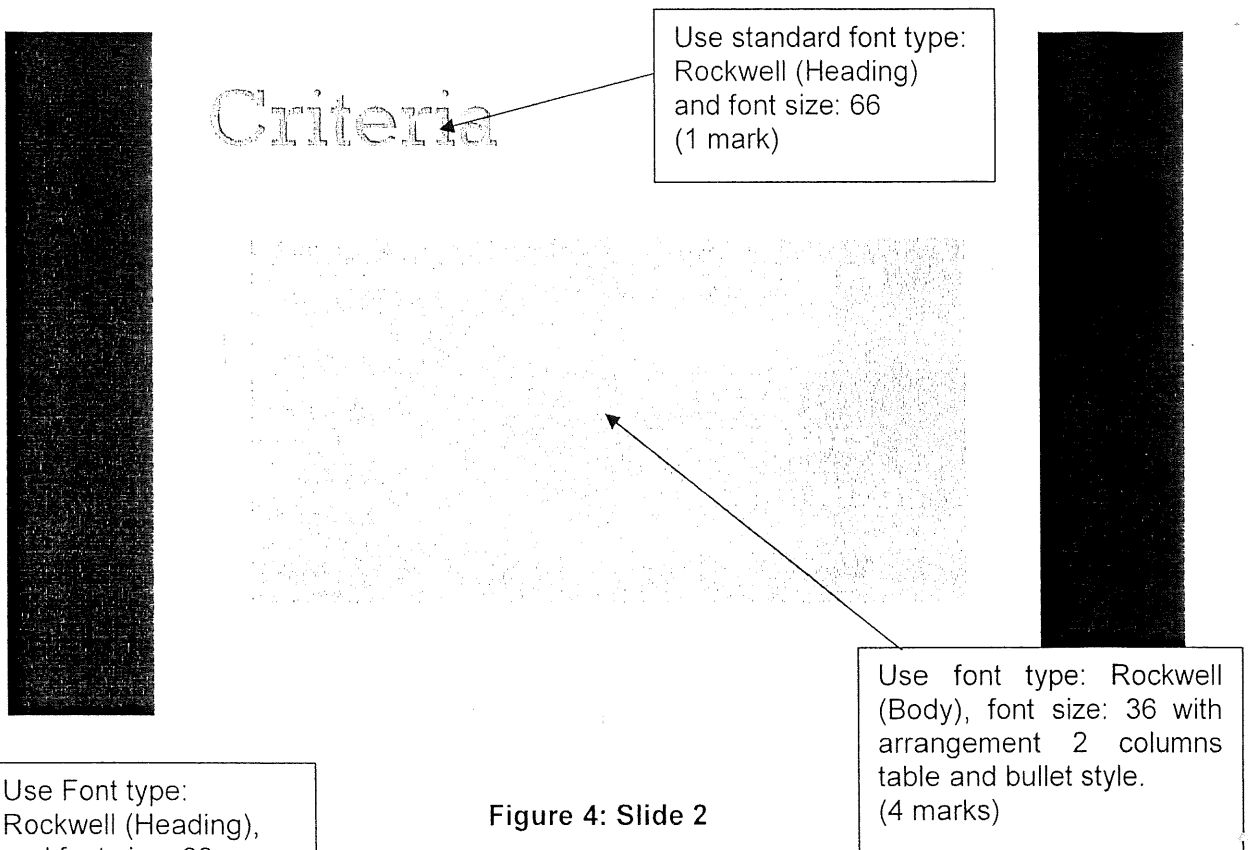


Figure 4: Slide 2

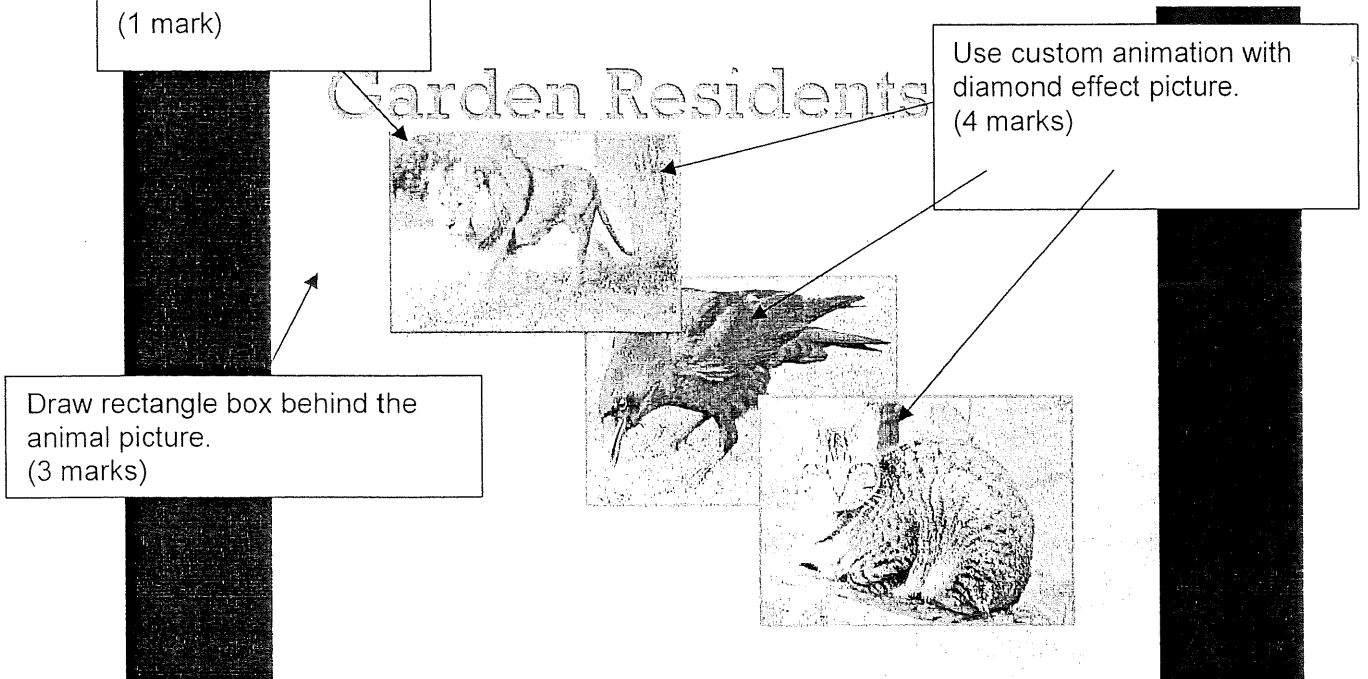


Figure 5: Slide 3

QUESTION 5

MICROSOFT PUBLISHER

a) Create ONE (1) business card. Save as <YourMatric>_FINALPUBLIS.pub. (2 marks)

The image shows a business card template in Microsoft Publisher. The card content includes:

- Title:** Information Technology Services
- Tagline:** IT services Centre
- Slogan:** One digital world
- Description:** The company provides the information services and hardware services. We involve in developing the computer software and provide the hardware in order to suit the organization or requirements. Among services available:
- Services List:**
 - Information System development
 - Hardware supply
 - Network supply
 - Information Technology Training
- Contact Information:**
 - IT Services Centre,
 - Jalan Fachri,
 - Teluk Kalong,
 - 81000 Kemaman,
 - Terengganu.
 - Phone: 095-555-5555.
 - Fax: 095-555-5555.
 - Email: icentre@hcmail.com
- Logo:** IT Services Centre

Annotations with arrows point to specific elements on the card:

- Top Left:** Create a Postcard with bounce Template. (4 marks)
- Top Right:** Title 3 style, Font style: Wide Latin, Font size: 14 (2 marks)
- Middle Right:** Organization Name 2 style, Font style: Lucida Lucida Sans Typewriter with font size 7.8. (2 marks)
- Middle Left:** Body Text3 style, Font style: @Arial Unicode MS, Font size: 5 (2 marks)
- Bottom Left:** Address style, Font style: Lucida Sans, Font size: 6.5 (2 marks)
- Bottom Right:** Insert one (1) image any logo, Normal style, Font Style: Elephant, Font size: 7.6 (2 marks)

Figure 6

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

ATTACHMENT 1

Computers and the Internet

Computers have certainly become an important part of our everyday life. What would Norman Rockwell paint if he were around today? Certainly we all have our computer stance and a group of office workers all huddled around a computer terminal viewing important videos or news segments via the Internet would have made for an interesting, contemporary slant on today's society. What will the future hold? Will computers we "talk into" become state-of-the-art so we won't have to type? Will computers continue to grow smaller and yet more powerful? Will DVD become an industry standard and if so, what will become of CDs? These are some of the questions our future has yet to answer. But who honestly would have thought, in the 1960s or before, that by typing this thing called a hyperlink:

www.drpeppersnapplegroup.com you would have used something called a "hyperlink" that would bring you through something called the Internet and into someone's computer hundreds of miles away, with just an index-finger's click of the mouse? Computers continue to amaze and astound us as time marches on. Yes, I, for one, am sure they are here to stay.

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**