

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

COURSE CODE	: FCT 1013
COURSE	: FUNDAMENTALS OF 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 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 7 PRINTED PAGES INCLUDING COVER PAGE**

FUNDAMENTALS OF INFORMATION TECHNOLOGY (FCT 1013)

QUESTION 1

- a) List **FOUR (4)** elements of emphasis in MS Word. (4 marks)
- b) Give **FIVE (5)** formatting styles in MS Word. (5 marks)
- c) Write a command to show view of three or five paragraph in one page. (1 mark)
- d) Determine **FIVE (5)** types of document views. (5 marks)

QUESTION 2

- a) Describe **FOUR (4)** techniques move the cursor from cell to cell. (4 marks)
- b) List **FOUR (4)** types of formatting button in spreadsheet. (4 marks)
- c) Give **TWO (2)** types of document **Orientation**. (2 marks)

QUESTION 3

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

- a) Slide 1
- i. Layout: Slide Title (1 mark)
 - ii. Title : 'COVID19 Virus' – apply animation (2 marks)
 - iii. Subtitle : Type your full name -apply animation (2 marks)
- 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)
- c) Slide 3
- i. Layout: Title and Content. (1 mark)
 - ii. Title : 'Self Prevention'. (1 mark)
 - iii. Content: Provide content for methods of prevention the virus in **ONE (1)** SmartArt graphic. (2 marks)
 - iv. 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 : 'Covid-19 Current News' (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 to all slides. (1 mark)
- ii. Insert footer with your matric number to all slides. (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 do are as below:

- a) Open 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. (2 marks)
- f) Type the following text in Figure 1 below with the heading **"Open and Save a Document"**: (2 marks)

*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: Sample Text 1

- g) Bold **open MS Word 2013**. Use the Format Painter to apply Bold to the text as shown in Figure 1. (1 mark)
- h) Apply Italic to the paragraphs in Figure 1. (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)

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- 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: Sample Text 2

- 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 in Figure 2. (1 mark)
- n) Insert Footer and type your name. (2 marks)

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QUESTION 5

As the clerk of Elnina Shares Enterprise, you have been given a spreadsheet by your leader to be edited. The items that you need to do are as below:

	Q1 2008	Q1 2009	Q1 2010	Q1 2011	Q1 2012	Total Sales
Verizon	213554	655487	754665	884657	922354	
ATT	323154	421325	512312	554654	864458	
All-Tel	402513	521325	521145	564879	587546	
Sprint	186545	199844	256455	384564	584654	
T-Mobile	152231	251325	321123	564458	654854	
Yearly Sales						
Max						
Min						
Average						

Figure 3: Market Shares of Major Phone Providers in United States

- Open Microsoft Excel.
- You need to save your work by name it with your matric number (eg: **19B14015.xlsx**). (1 mark)
- You also need to type the contents in your workbook exactly same as shown in Figure 3. (1 mark)
- After finish the contents, you have to **Merge and Center** the title "**Market Shares of Major Phone Providers in the United States**" in the range **A1:G1**. (2 marks)
- Change the title font to **Cambria 14 pt. and Bold**. (3 marks)
- Merge and Center** the sub-title "**Cellular Phones Sales During Five Years**" in the range **A2:G2**. (2 marks)
- Change the sub-title font to **Time New Roman and Bold**. (2 marks)
- Bold** the range **A3:A13** and **B3:G3**. (2 marks)
- Apply **Total** style to the range **A10:F10**. (1 mark)
- Type **=B4+B5+B6+B7+B8** in cell **B10**, then press enter. (1 mark)
- Use the **AutoSum** function to calculate the total in cell **C10** for the range **C4:C8**. (1 mark)
- Use the **Fill Handle** to copy the function in cell **C10** to the range **D10:F10**. (1 mark)
- AutoSum** the range **B4:F4** in cell **G4**. (1 mark)
- Use the **Fill Handle** to copy the function in cell **G4** to the range **G5:G8**. (1 mark)

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- o) Apply the **Accounting** format to the range **B4:G8**. (1 mark)
- p) **AutoFit** the contents of each column (Do not display #####). (1 mark)
- q) Remove the \$ or **RM** sign from the range **B4:F8** and set the **Decimal Places** to **0**. (2 marks)
- r) Use the Max function to display the **highest** value of the range **B4:B8** in cell **B11**. (1 mark)
- s) Use the Min function to display the **lowest** value of the range **B4:B8** in cell **B12**. (1 mark)
- t) Calculate the **average** of the range **B4:B8** in cell **B13**. (1 mark)
- u) Select the range **B11:B13** and use the **Fill Handle** to copy the functions in these cells to the range **C11:G13**. (3 marks)
- v) Delete **row 9**. (1 mark)

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