

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

COURSE CODE : FET 1013

COURSE : INTRODUCTION TO INFORMATION
TECHNOLOGY

SEMESTER/SESSION : 1 – 2023/2024 (JULY INTAKE)

DURATION : 3 HOURS

Instructions:

1. This booklet contains 5 questions. Answer **ALL** questions.
2. All theory answers should be written in the answer booklet.
3. All practical answers should be saved in the desktop computer and thumb drive, or storage devices given by the invigilator.
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 4 PRINTED PAGES INCLUDING COVER PAGE**

INTRODUCTION TO INFORMATION TECHNOLOGY (FET 1013)

QUESTION 1

- a) List **FOUR (4)** benefits of using a computer. (4 marks)
- b) State **FOUR (4)** examples of input device. (4 marks)
- c) Give **FOUR (4)** main components of computer. (4 marks)

QUESTION 2

- a) Explain **TWO (2)** types of computer memory. (4 marks)
- b) Distinguish **TWO (2)** things about web browser and social network application. (4 marks)
- c) Describe **FOUR (4)** functions of operating systems. (4 marks)

QUESTION 3

- a) Give **TWO (2)** types of computer ports with their function. (4 marks)
- b) Label the computer components in Figure 1 below. (6 marks)

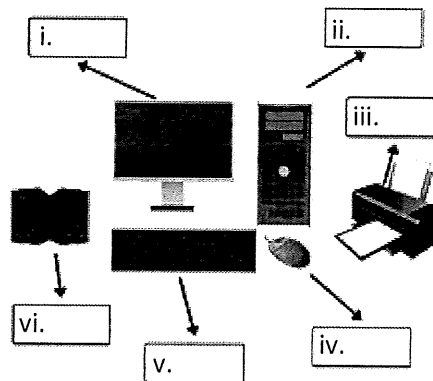


Figure 1: Computer components.

- c) Explain **THREE (3)** types of secondary storage. (6 marks)

INTRODUCTION TO INFORMATION TECHNOLOGY (FET 1013)

QUESTION 4

Attendance list

Students:

Zack Col
Sandra Cooper
Don Miller
Stacey Cobos
Dana Garsen

Teachers:

John Dennis
Linda Gross
Mellisa Little
Jeff Silano

Figure 2: MS Word

Based on Figure 2, complete the instructions below by using Microsoft Word.

- i) Copy the text in Figure 2. (2 marks)
- ii) Change the page margins to narrow. (3 marks)
- iii) Sort the students' names alphabetically in ascending order. (3 marks)
- iv) Add numbering to the "Students" and "Teachers" lists separately. (3 marks)
- v) Change the layout of the students list into two columns. (3 marks)
- vi) Create an annual style header. Add a Developer tab to the Ribbon. (3 marks)
- vii) Record a macro that will apply a yellow highlighting. Name the macro: "Approved" and assign it the shortcut ALT+k. (3 marks)
- viii) Insert a bookmark next to the title of the "Attendance list" with the name as "Title". (3 marks)
- ix) Add the word "Back" below the list and make it a Hyperlink to the title of the "Attendance list". (3 marks)
- x) Change the document settings to show readability statistics. (2 marks)
- xi) Save the document by your **No_Matric** and **Group_Name** and **PC_No** at desktop computer. (2 marks)

INTRODUCTION TO INFORMATION TECHNOLOGY (FET 1013)

QUESTION 5

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report - July					
3						
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

Figure 3: MS Excel

Based on Figure 3, complete the instructions below by using Microsoft Excel.

- i) Create the worksheet shown above. (2 marks)
- ii) Set the **column widths** as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14. (3 marks)
- iii) Enter the formula to find **COMMISSION** for the first employee. The commission rate is 2% of sales, **COMMISSION = SALES * 2%**. Copy the formula to the remaining employees. (4 marks)
- iv) Enter the formula to find **TOTAL SALARY** for the first employee where: **TOTAL SALARY = SALARY + COMMISSION**. Copy the formula to the remaining employees. (4 marks)
- v) Enter formula to find the **TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT** values. Copy the formula to each column. (5 marks)
- vi) Format numeric data to include **commas** and **two decimal places**. (2 marks)
- vii) Align all column title labels horizontally and vertically **at the center**. (3 marks)
- viii) Create a **header** that includes your name in the left section, page number in the center section, and your ID number in the right section. (2 marks)
- ix) Create **footer** with **DATE** in the left section and **TIME** in the right section. (3 marks)
- x) Save the document by your **No_Matric** and **Group_Name** and **PC_No** at desktop computer. (2 marks)

-----END OF QUESTIONS-----