



FINAL EXAMINATION
NOVEMBER 2022

COURSE TITLE	BASIC INFORMATION AND COMMUNICATION TECHNOLOGY
COURSE CODE	FMGT0213
DATE/DAY	14 FEBRUARY 2023 / TUESDAY
TIME/DURATION	09:00 AM - 12:00 PM / 03 Hour(s) 00 Minute(s)

INSTRUCTIONS TO CANDIDATES :

1. Please read the instruction under each section carefully.
2. Candidates are reminded not to bring into examination hall/room any form of written materials or electronic gadget except for stationery that is permitted by the Invigilator.
3. Students who are caught breaching the Examination Rules and Regulation will be charged with an academic dishonesty and if found guilty of the offence, the maximum penalty is expulsion from the University.

(This Question Paper consists of 13 Printed Pages including front page)

This question paper consists of **THREE (3)** sections. Answer **ALL** questions in the answer booklet.

(100 MARKS)

SECTION A

(40 MARKS)

There are **FORTY (40)** questions in this part. Answer **ALL** questions.

1. What is a computer?
 - A. An electronic device with images and graphics
 - B. An electronic device that is data or information
 - C. An electrical device to write data and information
 - D. An electronic device that manipulates data or information

2. _____ is located inside the computer case on the motherboard, which is also known as the brain of the computer.
 - A. Centre Process Unit
 - B. Central Process Unit
 - C. Central Processing Unit
 - D. Centre Processing Unit

3. _____ is the device that processes data to create information.
 - A. Monitor
 - B. Keyboard
 - C. Hardware
 - D. Software

4. Which one of the following is **NOT** an output device?
 - A. Monitor
 - B. Headphone
 - C. Scanner
 - D. Printer

5. Data that has been interpreted is called as _____.
 - A. Wisdom
 - B. Knowledge
 - C. Information
 - D. Data

6. The primary importance of computer literacy is to _____.
- A. increase user knowledge about computer
 - B. decrease user knowledge about computer
 - C. enable user to use computer smoothly
 - D. enable user to less updated with computer technology
7. Microprocessors and memory are the two important components in _____.
- A. secondary storage
 - B. system unit
 - C. communication device
 - D. input device
8. A _____ is a device that controls access to the hardware, software, and other resources on a network.
- A. mainframe
 - B. supercomputer
 - C. server
 - D. computer
9. Which device is not required for video conferencing?
- A. Speakers
 - B. Webcam
 - C. Microphone
 - D. Dot Matrix Printer
10. _____ is Read-Only Web.
- A. Web 1.0
 - B. Web 2.0
 - C. Web 3.0
 - D. Web 4.0

11. _____ is a set of standard addresses for sending data across the Internet that assigns unique numbers to each connected device.
- A. World Wide Web Protocol
 - B. Internet Protocol
 - C. Uniform Protocol
 - D. Arpanet Protocol
12. Mozilla Firefox is one example of _____ .
- A. Search Engine
 - B. Web Browser
 - C. Web Utilities
 - D. Weblogs
13. Which of the following best describes markup language for displaying webpages?
- A. Hypertext Mixed Language
 - B. Hypertext Markup Language
 - C. Hyperlink Markup Language
 - D. Hyperlink Mixed Language
14. A _____ is a single document on the web that may include text, graphics, animation, audio, and video.
- A. Webpage
 - B. Web browser
 - C. Website
 - D. Hyperlink
15. Commonly, a hyperlink will turn into _____ colour once clicked to indicate that the page is visited.
- A. blue
 - B. purple
 - C. green
 - D. black

16. Which of the following best describes when "hselayang.moh.gov.my" is being typed into the web browser?
- A. The website cannot be opened because missing of http
 - B. The website cannot be opened because missing of https
 - C. The attempt to browse into the website of a government hospital
 - D. The attempt to browse into the website of a government hospital in Malaysia
17. _____ is a set of hardware, software, data, people, and procedures that work together to produce information.
- A. Information Technology
 - B. Information System
 - C. Internet
 - D. Network
18. What is the most suitable input device for highlighting or selecting an object on the screen?
- A. Joystick
 - B. Mouse
 - C. Keyboard
 - D. Hardware
19. _____ is designed by computer criminals to damage or disrupt a computer system.
- A. Chain Letter
 - B. Dictionary Attack
 - C. Malware
 - D. Spyware
20. Allen has decided that it is better to prevent viruses from entering the computer than trying to recover from one. Which actions should Allen take?
- I. Turned on his computer's firewall
 - II. Use antivirus software
 - III. Visit dangerous websites and open suspicious software
 - IV. Use his computer's recommended security settings

- A. I and IV
 - B. II, III and IV
 - C. I, II and IV
 - D. I, II and III
21. Representing other persons' work and ideas as your own without giving credit to the original person is called as _____ .
- A. netiquette
 - B. plagiarism
 - C. copyright
 - D. computer crime
22. _____ fills the computer with self-replicating information.
- A. Viruses
 - B. Worms
 - C. Trojan Horse
 - D. Denial of Service
23. Which of the following best describes Phishing?
- A. Attempt to steal a user's identity
 - B. Sending or posting content with harmful intention
 - C. Attempts to slow down or stop a computer system
 - D. Attempts to trick user with fake links that looks like original links
24. The diverse skills required to create a multimedia project is called as _____ .
- A. multimedia team
 - B. multimedia skillset
 - C. multimedia producer
 - D. multimedia designer
25. Which one of the following is **NOT** a dynamic element of multimedia.
- A. Video
 - B. Audio
 - C. Animation
 - D. Graphic


26. In a spreadsheet, editing in the _____ is the best practice to edit the cell's content.

- A. cell
- B. formula bar
- C. quick access toolbar
- D. status bar

27. _____ is used to create special text effects in Microsoft Word.

- A. SmartArt
- B. WordArt
- C. Watermark
- D. Design

28. What action should be done when ##### appear in a cell as shown below?



The image shows a portion of a spreadsheet. The columns are labeled A, B, and C. The rows are labeled 1, 2, and 3. Cell A1 contains 'Sales', cell B1 contains 'Rep', and cell C1 contains '#####'. The error ##### indicates that the text in cell C1 is too wide to fit within the column width.

	A	B	C
1	Sales	Rep	#####
2			
3			

- A. Adjust the formula
- B. Adjust the column width
- C. Move the data into another cell
- D. Adjust the font size

29. Which one of the following is **NOT** true about templates in Microsoft PowerPoint.

- A. Give freedom to choose the best presentation template design
- B. Require lightest touch when user filling with relevant data
- C. Disable user to change anything since its fixed
- D. Easily customisable to suit user needs

30. Which of the following activities best describes Conditional Formatting in Microsoft Excel?
- A. Count cells that meet a condition
 - B. Deleting entries in cells that does not meet a condition
 - C. Use a formula to determine whether the condition is met
 - D. Highlight cells that meet a condition
31. Combining two or more cells located in the same row or column into a single cell is called as _____.
- A. Merge Cells
 - B. Merge Table
 - C. Split Cells
 - D. Split Table
32. By default, _____ layout is the first slide in Microsoft PowerPoint.
- A. Title and Content
 - B. Title Slide
 - C. Section Header
 - D. Title Only
33. Which one of the following is **NOT** true about Slide Transitions in Microsoft PowerPoint?
- A. A presentation can have more than one type of transition
 - B. It is not compulsory to add slide transitions in each presentation
 - C. A presentation can have only one type of transition
 - D. The duration of slide transition can be adjusted
34. Identify the location of the footer in a document.
- A. Bottom
 - B. Left
 - C. Right
 - D. Top

35. Which type of productivity software can be used to create a presentation using text, graphics, animation, audio, and video?
- A. Microsoft Word
 - B. Microsoft Access
 - C. Microsoft Excel
 - D. Microsoft PowerPoint
36. When inserting a formula in Microsoft Excel, always start with _____.
- A. plus symbol
 - B. equal symbol
 - C. minus symbol
 - D. hashtag symbol
37. Which one of the following is true about features in Microsoft PowerPoint?
- A. Let user to spend more time in creating design from scratch
 - B. All features are customisable
 - C. All features are fixed
 - D. Let user to customise once, then the rest will be automatically updated
38. _____ is used to indicate each column's location in Microsoft Excel.
- A. Number
 - B. Letter
 - C. Cell
 - D. Formula
39. Which of the following are the correct extensions for saving documents in Microsoft Excel?
- I. .xls
 - II. .xlsx
 - III. .xltx
 - IV. .xlt
- A. II and IV only
 - B. III and IV only
 - C. I and II only
 - D. I and III only

40. Which of the following are true about Microsoft Excel?

- I. Each worksheet contains columns and rows
 - II. Cell E12 is located at column E, row 12
 - III. Each workbook can only have one worksheet
 - IV. Cell G15 is located at row G, column 15
- A. II and IV only
 - B. III and IV only
 - C. I and II only
 - D. I and III only

SECTION B

(20 MARKS)

There are **TWENTY (20)** questions in this part. Answer **True** or **False**.

Number	Questions	True/ False
1	Internet and the World Wide Web are two different things.	
2	The content of the webpage is fixed in the dynamic webpage.	
3	Pop-up blocker is a filtering program that stops pop-up advertisements from displaying on webpages.	
4	Web 2.0 is Read-Write Web.	
5	.gov is an example of a domain name server.	
6	Protocol and domain name are the components of Uniform Resource Locator.	
7	Domain Name Server translated the domain name into its associated IP address.	

8	Information is a group of data that collectively carry a logical meaning.	
9	Computer is collecting data as the output.	
10	Authority is one of the criteria to evaluate the webpage content.	
11	Scanner is one of the output devices.	
12	Violation of privacy is one of the advantages of computers.	
13	C2C is the sale of a product or service from one business to another.	
14	Inclusion operator indicates that you want to find only pages that contain a match for all the specified words.	
15	Content is presented without the user having the chance to control the presentation best describes linear multimedia.	
16	Use quotation marks around a phrase to find the phrase exactly as typed.	
17	Cookies are big data files that are deposited on a hard disk from visited websites.	
18	Frequent backups is one of the best practices in preventing data loss.	

19	Users cannot rename the sheets in Microsoft Excel.	
20	Page number only can be placed as footer in the document.	

SECTION C

(40 MARKS)

Answer all the questions.

1. The spreadsheet below shows the sales data for fruits and vegetables. List down each excel formula to calculate A, B, C, D and E.

(10 Marks)

Order ID	Product	Category	Quantity	Purchased From	Purchased Amount	Total Purchased Amount
11	Carrots	Vegetables	30	Johor	MYR 42.00	RM 1,260.00
12	Broccoli	Vegetables	22	Selangor	MYR 82.00	RM 1,804.00
13	Banana	Fruit	13	Johor	MYR 61.00	RM 793.00
14	Banana	Fruit	45	Perak	MYR 83.00	RM 3,735.00
15	Beans	Vegetables	24	Kedah	MYR 26.00	RM 624.00
16	Orange	Fruit	11	Johor	MYR 36.00	RM 396.00
17	Broccoli	Vegetables	32	Putau Pinang	MYR 90.00	RM 2,880.00
18	Banana	Fruit	51	Sabah	MYR 69.00	RM 3,519.00
19	Apple	Fruit	16	Kelantan	MYR 24.00	RM 384.00
20	Apple	Fruit	8	Perak	MYR 74.00	RM 592.00
21	Banana	Fruit	27	Kedah	MYR 82.00	RM 2,214.00
22	Broccoli	Vegetables	35	Johor	MYR 70.00	RM 2,450.00
23	Carrots	Vegetables	53	Kedah	MYR 19.00	RM 1,007.00
24	Broccoli	Vegetables	24	Perak	MYR 28.00	RM 672.00
25	Apple	Fruit	30	Kelantan	MYR 69.00	RM 2,070.00

Number of Orders :	A
Average of Quantities Purchased :	B
Highest Quantities Purchased : (Only for the first four data)	C
Grand Total of Purchased Amount :	D
Minimum Grand Total of Purchased Amount : (Only for the last five data)	E

2. a) List any **FOUR (4)** multimedia interactive devices. (4 marks)
- b) State and describe any **TWO (2)** multimedia attributes. (6 Marks)

3. Netiquette is a set of rules that encourages appropriate and courteous online behaviour. List any **FIVE (5)** do's and any **FIVE (5)** don'ts while using the Internet. (10 Marks)
4. a) List the **FOUR (4)** types of Internet Scams. (4 marks)
- b) State and describe any **TWO (2)** measures that can be taken to ensure computer security. (6 Marks)


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