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UNIVERSITI TUN ABDUL RAZAK

FINAL EXAMINATION
JULY 2022

COURSE TITLE	**BASIC INFORMATION AND COMMUNICATION TECHNOLOGY**
COURSE CODE	**FMGT0213**
DATE/DAY	**20 OCTOBER 2022 / THURSDAY**
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)

DO NOT OPEN THE QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO

This question paper consists of THREE (3) sections. **(100 MARKS)**

SECTION A **(40 MARKS)**

There are FORTY (40) questions in this part. Answer ALL questions in the answer booklet.

1. What is a computer?

   A. A computer is a device with images
   B. A device that is data or information
   C. A physical device you use to write information and data
   D. An electronic device that manipulates data or information

2. The physical, tangible parts of a computer system is the _____.

   A. Monitor
   B. Keyboard
   C. Hardware
   D. Tower Casing

3. To save an existing document with a new file name or to save an existing document in a new location, which command is used?

   A. Exit
   B. Copy
   C. Save
   D. Save As

4. Which one of the following is an output device?

   A. Microphone
   B. Headphone
   C. Camera
   D. Mouse

5. _____ are small files which are stored on a user's computer when you visit the website.

   A. Virus
   B. Backups
   C. Software
   D. Cookies

6. When inserting a formula in Microsoft Excel, always start with _____.

   A. plus symbols
   B. equal symbols
   C. minus symbols
   D. hashtag symbols

7. The primary importance of ICT is to _____.

   A. make us healthy and fit
   B. help us misuse the technology
   C. help us acquire misleading and false information
   D. allows individuals to engage, network, seek aid, access information, and learn in new, better, and faster ways.

8. A storage device used inside a digital camera is known as _____.

   A. DVD
   B. Pen Drive
   C. Memory card
   D. Blu Ray disc

9. Identify which of the following is **NOT** a category of hardware components?

   A. Windows 10
   B. Output device
   C. Joystick
   D. Hard disc

10. Developing a personal _____ can help you to identify values, principles, and rules of behaviour to keep you, your family, and your colleagues safe.

    A. login
    B. profile
    C. digital character
    D. code of ethics

11. Which of the following are the benefits of being digitally literate?

A. It is a time waster and makes unhelpful decisions.
B. Make better decisions, eat faster and run quicker.
C. Can help find employment, learn faster and save money.
D. Studying is done online all the time and there is a lack of connectivity with others.

12. 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

13. _____ is the term for computer programs that attack your computer.

A. Rude bots
B. Malware
C. Danger droids
D. Danger ware

14. What should you do if you think you have been hacked?

A. Change your password
B. Tell your parents or a trusted adult
C. Report the problem to the company
D. All of the above

15. _____ is a single document on the web that may include text, graphics, and sounds.

A. Web Page
B. Web browser
C. Website
D. Hyperlink

16. _____ is the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks.

    A. Cybercrime
    B. Cyber threat
    C. Cyber security
    D. Cyber attack

17. What is the name given to the use of electronic messaging systems to send an unsolicited message, usually repeatedly?

    A. Spam
    B. Ransomware
    C. Cyberbullying
    D. Denial of Service (DoS)

18. A combination of numbers and symbols used to express a calculation. It always begins with an = sign. Which of the following is the sentence referring to?

    A. Sign
    B. Cell Address
    C. Formula
    D. Cell Reference

19. Why do you need to keep your computer protected?

    A. People can abuse stolen data
    B. Your computer faces many potential threats
    C. It keeps your information protected
    D. All of the above

20. The unique number assigned to each device on the Internet is known as _____.

    A. Social Security Number
    B. Server Number
    C. Serial Number
    D. IP Address

21. _____ is a protocol for sending data across the Internet that assigns unique numbers to each connected device.

   A.   World Wide Web Protocol
   B.   Internet Protocol
   C.   Addressing Protocol
   D.   Server Protocol

22. Which of these best describes fault-tolerance on the Internet?

   A.   The ability to stop cyberattacks
   B.   The ability for the Internet to handle billions of unique users
   C.   The ability to transmit data even when some connections have failed
   D.   The ability for DNS servers to retrieve the correct IP addresses of websites

23. When I type "www.gmail.com" into my web browser and hit enter, which of the following best describes what happens?

   A.   My computer sends a request to a gmail.com server, which sends back the IP address for a DNS server.
   B.   My computer sends a request to a DNS server, which sends back the IP address for Gmail.
   C.   My computer makes a direct connection to gmail.com and starts receiving packets.
   D.   My computer sends a request to a TCP server, which sends back the IP address for Gmail.

24. Which of the following is an advantage that copper cables have over fibre optic cables?

   A.   They allow you to send multiple bits at the same time
   B.   They are better over long distances
   C.   They are cheaper
   D.   They are faster

25. What is the default name if you open a new document in Microsoft Word?

   A.   Insert
   B.   Document 1
   C.   Open New
   D.   Create document

26. Which of the following is the shortcut to quit your job or document?

A. Alt+Q
B. Ctrl+B
C. Alt+F4
D. Ctrl+F4

27. Another name for CPU is _____.

A. Random Access Memory
B. Brain
C. Processor
D. SSD

28. What is the most suitable input device for highlighting or selecting an object on the screen?

A. Joystick
B. Mouse
C. Keyboard
D. Hardware

29. When you include a file in an email, it is known as _____.

A. Crutch
B. Attachment
C. Bobin
D. Appendage

30. It is a special text, blue and underlined. It can also take you to places if you click. It is known as _____.

A. Hyperlink
B. Smart Art
C. Reference
D. Index

31. What will happen if you press the DELETE key button on your keyboard?

A. Remove the character to the left of the cursor.
B. Remove the character to the right of the cursor.
C. Do nothing until you press ENTER
D. Do nothing until you press SPACEBAR

32. What is the correct way to SAVE an opened Microsoft Word Document for the first time?

   A. File/Save
   B. File/Save/Save As
   C. File/Save As/Browse/Choose the location/Type in file name
   D. Open/Save/Save Document/Right-Click/Ok

33. Choose which one of the following is the correct email address.

   A. admin.at.edu.my
   B. www.admin@theirep
   C. admin@theirep.com
   D. admin@theirep,co.uk

34. Where does a header go on a document?

   A. Bottom
   B. Left
   C. Right
   D. Top

35. When using an email, CC sends a _____ of your email to another person.

   A. picture
   B. copy
   C. video
   D. song

36. Which device is not required for video conferencing?

   A. Speakers
   B. Webcam
   C. Microphone
   D. Dot Matrix Printer

37. It is one of the types of special paste that we can do in an Ms-Excel spreadsheet. Which of the following is the correct answer?

    A. Format
    B. Values
    C. Formulas
    D. Validation

38. What are some of the ways that you think ICT can be used at school?

    I   When the teacher uses the computer to do research.
    II   When you kick around a ball in the school yard.
    III   When you write your notes in your notebook.
    IV   When teachers show a PowerPoint presentation to their class.

    A. II and IV only
    B. III and IV only
    C. I and IV only
    D. II and III only

39. 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, II and IV
    B. II, III and IV
    C. I and IV
    D. I, II and III

40. Identify the areas for storage of files on a computer itself.

    I   Floppy Disk
    II   Flash Drive
    III   Documents
    IV   Desktop

    A. I and II
    B. II and III
    C. I and IV
    D. III and IV

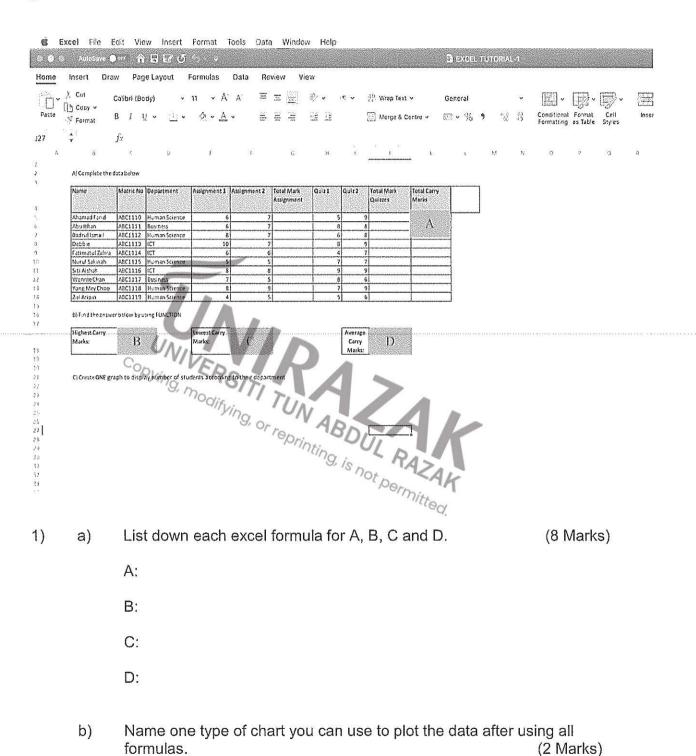## SECTION B   (20 MARKS)

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

Number	Questions	True/ False
1	YouTube, Tik-tok contents, news, academic websites, and peer-reviewed publications give equal intensity of information. All give true and trusted information.	
2	When a website contains fact-checked information with citations and references from reliable sources, that is an unreliable website.	
3	I am allowed to change settings in the computer without permission.	
4	I should turn off the computer properly to prevent losing files.	
5	I would use the shift button key when I want to start a sentence with a capital letter.	
6	The window borders are the lines that surround a window.	
7	Router is a device that is useful for assigning IP addresses, and providing wireless connection to many devices.	
8	Examples of web languages are HTTP and Hyperlink.	
9	Bit is the term used to measure the size of a memory or storage device.	

10	A cabled network used in one building is called LAN.	
11	Intranet is the type of network which is considered as global.	
12	Operating systems act as an interface between the user and the computer.	
13	Government agencies use the Metropolitan Area Network to connect to the citizens and private industries.	
14	Gimp is an example of video editing software.	
15	HTML is the language used to create web pages.	
16	Wide Area Network is less costly as it is built with inexpensive hardware such as hubs, network adapters, and Ethernet cables.	
17	Online predator is an adult who goes online looking for kids to harm.	
18	You have control over your information after it has been posted online.	
19	Negative comments you have posted on the internet can have an impact on future job prospects.	
20	Your digital identity is an extension and reflection of your life identity.	

SECTION C (40 MARKS)

For questions from Section C, answer all questions based on the picture and data given.

1) a) List down each excel formula for A, B, C and D. (8 Marks)

   A:

   B:

   C:

   D:

   b) Name one type of chart you can use to plot the data after using all formulas. (2 Marks)

2) a) Define what cyberbullying is.   (2 Marks)

    b) Explain **FOUR (4)** effects of cyberbullying on students' health in many
        aspects of life.

                                                                         (8 Marks)

3) Netiquette is a set of rules that encourages appropriate and courteous online
    behaviour. List down **FIVE (5)** do's and **FIVE (5)** don'ts of using the internet.
                                                                         (10 Marks)

4) Technology is a powerful tool that can support and transform education in
    many ways. How can technology have an impact on the education sector?
    Identify at least **FIVE (5)** examples.   (10 Marks)

END OF QUESTION PAPER