



FINAL EXAMINATION JULY 2023

COURSE TITLE	BASIC INFORMATION AND COMMUNICATION TECHNOLOGY
COURSE CODE	FMGT0213
DATE/DAY	16 OCTOBER 2023 / MONDAY
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. Answer ALL questions in the answer booklet provided. [100 MARKS]

SECTION A

(40 Marks)

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

1. Which of the following is untrue about computer?
 - A. It is an electronic device
 - B. Operating under the control of instructions stored in its own memory
 - C. Process the data according to specified rules
 - D. An electronic device that manipulates data or information

2. What symbol in the cell that you must first enter when typing a formula in Microsoft Excel or Google Sheets?
 - A. #
 - B. @
 - C. =
 - D. %

3. Which command is used to save an existing document with a new file name or to save an existing document in a new location?
 - A. Exit
 - B. Copy
 - C. Save
 - D. Save As

4. Which one of the following is an input device?
 - A. Monitor
 - B. Headphone
 - C. Printer
 - D. Mouse

5. What is it called when you use someone else's articles or work and do not cite it?
 - A. Label
 - B. Plagiarism
 - C. Identity theft
 - D. Malware

6. What does CPU stand for?
- A. Computer Program Unit
 - B. Central Programming Unit
 - C. Central Processing Unit
 - D. Computer Process Unit
7. What do we call when two or more computers that are connected with one another for the purpose of communicating data electronically?
- A. Server
 - B. Network
 - C. Email
 - D. Software
8. The large program that controls how the CPU communicates with other hardware components is the _____.
- A. operating system
 - B. drive
 - C. memory card
 - D. windows
9. What is called a system board and the main circuit board of the computer?
- A. Cache
 - B. Processor
 - C. Motherboard
 - D. Hard disc
10. All of the following are storage devices **except**
- A. Scanner
 - B. Flash drive
 - C. Floppy disk
 - D. Hard disk
11. What will you need in order to guard against malware?
- A. A word processor
 - B. Spyware
 - C. Rude bots
 - D. Antivirus

11. A computer uses this _____ to organize all of the different files and applications.
- A. hard drive
 - B. motherboard
 - C. folder
 - D. tablet
12. What will you need in order to guard against malware?
- A. A word processor
 - B. Spyware
 - C. Rude bots
 - D. Antivirus
13. If a Windows program has become unresponsive, which keys do you need to press to open the Task Manager?
- A. Shift, Tab, Enter
 - B. Shift, Alternate, Delete
 - C. Control, Alternate, Delete
 - D. Enter, Alternate, Shift
14. What you shouldn't do if you have been hacked?
- A. Change your computer
 - B. Tell your parents or a trusted adult
 - C. Report the problem to the company
 - D. Update your security password
15. Which software is best for writing a letter?
- A. Microsoft Word
 - B. Microsoft Publisher
 - C. Microsoft Power point
 - D. Microsoft Excel
16. What is the function of a cooling device?
- A. Connect all electronic components of a computer
 - B. A circuit board that improves the function of computer
 - C. Stop computer from overheat
 - D. Main sources of computer

17. Which of the following is **NOT** a pointing device?
- A. Keyboard
 - B. Mouse
 - C. Joystick
 - D. Touchpad
18. Choose the correct association between hardware and its operation from the following
- A. Monitor → Processing
 - B. Monitor → Output
 - C. CPU → Input
 - D. Monitor → Storage
19. Which device converts hard copy text or images to digital form?
- A. Mouse
 - B. LCD
 - C. Monitor
 - D. Scanner
20. Which of the following options is an example of application software?
- A. Drivers
 - B. Utility Program
 - C. Ms office
 - D. Windows
21. Information technology (IT) is a combination of _____ and _____.
- A. computing and mechanical technology
 - B. Internet and Protocol
 - C. computing and communication technology
 - D. server and communication
22. Which of the following is untrue about desktop publishing software?
- A. Also known as page layout programs
 - B. To focus on page design and layout and also to provide greater flexibility
 - C. Most professional graphic artist use this software to create documents such as newspapers and textbooks
 - D. Popular software such as Microsoft Power point

23. Which software is most productive for presenting information to other people?
- A. Microsoft Paint
 - B. Microsoft Publisher
 - C. Microsoft Power point
 - D. Microsoft Excel
24. Which of these is **NOT** a web browser?
- A. Google Chrome
 - B. Internet Explorer
 - C. Mozilla Firefox
 - D. Firewall
25. What process is used to move from one clip to another?
- A. Transition
 - B. Combining
 - C. Trimming
 - D. Splitting
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. Which is the right view to see your work in Microsoft Word?
- A. Custom layout
 - B. Print layout
 - C. Read mode
 - D. Web layout
28. Which is the best to define digital literacy?
- A. The skills, abilities, and knowledge necessary to use digital devices effectively
 - B. The skills to do research on information technology
 - C. The ability to understand computer network
 - D. The ability to read a book on a computer

29. Any illegal activities committed on the internet is called _____.
- A. demonstration
 - B. criminal offences
 - C. cybercrime
 - D. social networking
30. How do wired networks connect to other devices?
- A. Pointed wire
 - B. Microwave signals
 - C. Radio frequencies
 - D. Ethernet cables
31. What do you need to connect networks together?
- A. Printer
 - B. Keyboard
 - C. Router
 - D. Internet
32. What kind of threat is described when a threat actor impersonates another person to obtain credit information about that person?
- A. Identity theft
 - B. Information theft
 - C. Distraction of service
 - D. Data manipulation
33. Choose which one of the following is the correct email address.
- A. siti.at.unirazak.my
 - B. www.siti.unirazak@theirep
 - C. siti@unirazak.edu.my
 - D. sitiadmin@unirazak.co.my
34. What is the name of the bar at the bottom of your screen?
- A. Space bar
 - B. Task bar
 - C. Right bar
 - D. Top bar

35. Which group of individuals have been seen to be most at risk for phishing scams?
- A. Young child
 - B. Elderly
 - C. Adults
 - D. Young adults
36. What does VPN stand for?
- A. Virtual Piracy Network
 - B. Virtual Pirate Network
 - C. Viscous Private Nonsense
 - D. Virtual Private Network
37. Which one is true about personal information?
- A. Information that is safe to share, it's about your personality
 - B. Information about your likes and dislikes
 - C. Information that can lead someone to you in real life
 - D. Information about your friends and school
38. Why is learning how to send an email considered so important?
- I It's a formal form of communication
 - II Can use mixed languages
 - III Email is used in the workplace & professional settings
 - IV Include unnecessary information
- A. I and III only
 - B. III and IV only
 - C. I and IV only
 - D. I, II, III and IV
39. Why do we need to include a subject in an email?
- A. To make a greeting
 - B. To say hello to the person who is getting the email
 - C. To type the entire text of the email
 - D. To give an idea of what the email is about

40. Which of the following is related to the benefits of using a computer network?
- I Users are allowed to share peripherals such as printer and scanner
 - II Users can also transfer file from one place to another place without using external storage media
 - III Any connected computer, they can simply share information, resources and may access from one another
 - IV Users are not allowed to 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


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SECTION B

(20 Marks)

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

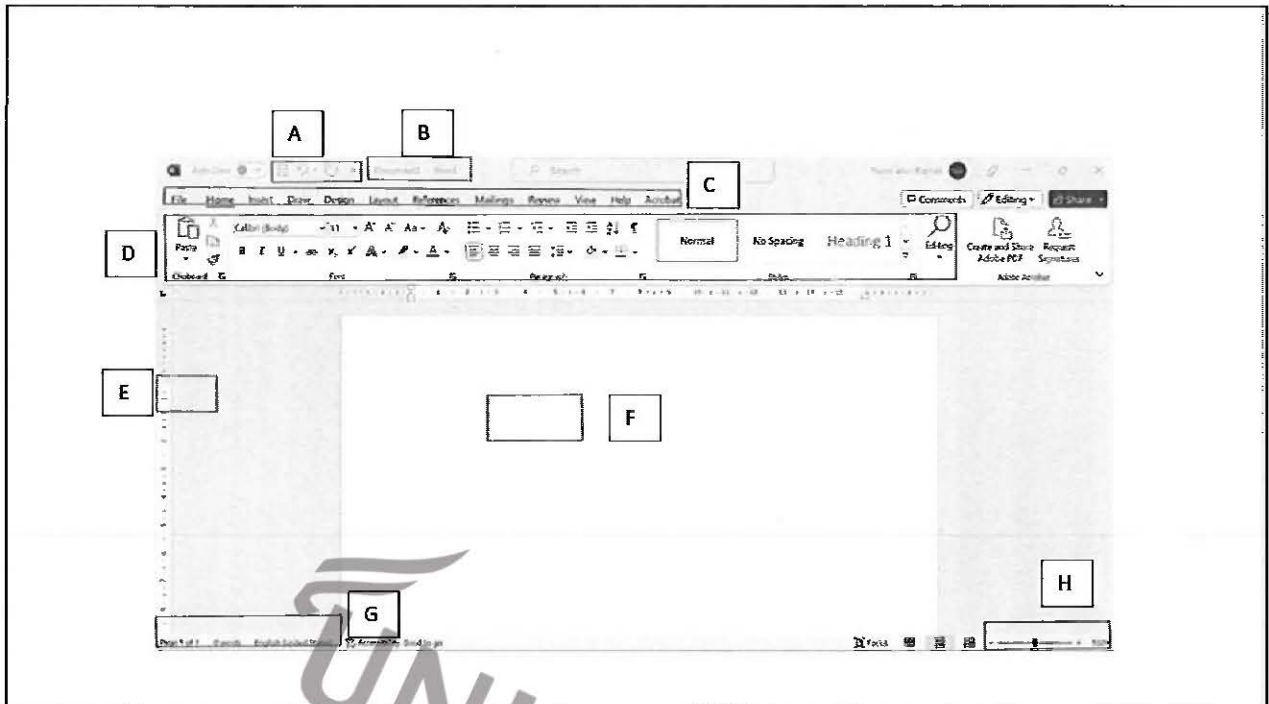
Number	Questions	True/ False
1	Random access memory, or RAM, is considered short term memory.	
2	If you use online storage and your internet goes down, the data is permanently lost.	
3	A set of instructions that tells the computer what to do is known as the operating system.	
4	Applications can be downloaded from the Internet for free.	
5	Some devices can be both input and output devices.	
6	When typing you should always keep your eyes on the keyboard.	
7	Television is a device that is useful for assigning IP addresses, and providing wireless connection to many devices.	
8	Software refers to the computer and machinery component in an information system.	
9	Text can be formatted and animated in many different ways.	
10	Internet is a type of network which is considered as private.	

11	Router is a type of network device that can connect a LAN to the internet.	
12	The computer does not understand human language.	
13	To create a new project, I must make a new folder every time.	
14	Computer circuits are tiny in size and way faster than old computers.	
15	Microsoft Paint uses templates to help make great business cards and banners.	
16	The Ribbon is a type of toolbar and submenu.	
17	Negative comments you have posted on the internet can have no impact on future job prospects.	
18	Logging off your computer will close any open programs.	
19	The wallpaper is like a backdrop on your desktop that can be changed.	
20	Radio waves, micro- waves and infrared waves are types of wireless transmission.	

SECTION C

(40 Marks)

There are THREE (3) questions in this part. Answer ALL questions in the answer booklet.



Question 1

a) Based on the picture above, identify the name of the alphabet given:

- A: _____
- B: _____
- C: _____
- D: _____
- E: _____
- F: _____
- G: _____
- H: _____

(8 marks)

b) List down each short cut key for Microsoft word:

- I) copying the text
- II) open up the new document
- III) undo the text
- IV) paste the text
- V) select all document

(5 marks)

- c) What is the name of shortcut key for "Ctrl+I"? (2 marks)
- d) Explain **THREE (3)** importance uses of Microsoft Word in the workplace. (3 marks)
- e) How does Microsoft Word help you as a student? (2 marks)

Question 2

- a) Define what the meaning of technology is. (2 marks)
- b) Explain **FOUR (4)** effects of overuse of gadget for young children. (8 marks)

Question 3

Computer network is a set of computers connected together for the purpose of sharing resources. Elaborate in detail on **FOUR (4)** types of computer network with its example.

(10 marks)

***** END OF QUESTION PAPER *****

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