



**FINAL EXAMINATION**  
**NOVEMBER 2023**

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<b>COURSE TITLE</b>	<b>BASIC COMPUTER SKILLS</b>
<b>COURSE CODE</b>	<b>RCIT1213</b>
<b>DATE/DAY</b>	<b>14 FEBRUARY 2024 / WEDNESDAY</b>
<b>TIME/DURATION</b>	<b>02:00 PM - 04:00 PM / 02 Hour(s) 00 Minute(s)</b>

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**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 **8** 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. [50 MARKS]

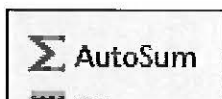
SECTION A

(20 Marks)

There are TWENTY (20) questions in this part. Answer ALL questions in the answer booklet.

1. What are the usages of Bluetooth technology?
  - A. Connect devices, such as mobile phones, portable media players.
  - B. Use GPS receivers to send directions.
  - C. Transfer photos wirelessly from a digital camera to a laptop or server.
  - D. All of the answers.
  
2. The largest network in the world is [the] \_\_\_\_\_.
  - A. Facebook.
  - B. supercomputer.
  - C. internet.
  - D. web.
  
3. Google Slides is an online presentation app that lets you create and format presentations and work with other people. To which category does Google Slides belong?
  - A. Input
  - B. Output
  - C. Software
  - D. Operating system
  
4. Keyboard typically contains keys for individual letters, numbers and special characters, as well as keys for specific functions. To which category does Keyboard belong?
  - A. Input
  - B. Output
  - C. Software
  - D. Operating system

5. Headphones are a pair of padded speakers which you wear over your ears in order to listen to a radio or recorded music. To which category does Headphone belong?
- A. Input
  - B. Output
  - C. Software
  - D. Operating system
6. Windows 10 majorly used for personal computers, tablets, embedded devices and internet of things devices. To which category does Windows 10 belong?
- A. Input
  - B. Output
  - C. Software
  - D. Operating system
7. Android was developed by Google primarily for touchscreen devices, such as cell phones and tablets. To which category does Android belong?
- A. Input
  - B. Output
  - C. Software
  - D. Operating system
8. What is the acronym for Wi-Fi?
- A. Wired Fidelity.
  - B. Wireless Fidelity.
  - C. Wireless Fiber.
  - D. Wired Firewall.
9. What is the function of this icon in Microsoft excel?



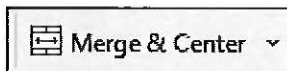
- A. Calculate division automatically
- B. Calculate multiplication automatically
- C. Calculate subtraction automatically
- D. Calculate addition automatically

10. In order to tell Excel that we are entering a formula in the cell, we must begin with an operator \_\_\_\_\_.
- A. @
  - B. =
  - C. +
  - D. \$
11. How to protect your personal computer from unauthorized access?
- A. Lock door.
  - B. Set password.
  - C. Set alarm.
  - D. None of the answers.
12. \_\_\_\_\_ is a special effect that is used to introduce each slide in a presentation.
- A. Animation
  - B. Bullet
  - C. Transition
  - D. Mapping
13. What is the purpose of using heading 1 in Microsoft Word?
- A. Appear heading in table of content
  - B. Appear heading in figure of content
  - C. Appear heading in diagram of content
  - D. None of the above
14. How can you protect your computer from malware?
- A. Install anti malware protection.
  - B. Install anti games.
  - C. Install anti word processor.
  - D. Install anti computer.
15. Identify the following application software that is used for presentation.
- A. Microsoft Word
  - B. Microsoft Excel
  - C. Microsoft PowerPoint
  - D. Microsoft Access

16. How is data organized in a spreadsheet?

- A. Lines and spaces
- B. Layers and planes
- C. Heights and widths
- D. Rows and columns

17. What is the function of this icon in Microsoft excel?



- A. Merge more than two cells into one cell
- B. Merge more than two worksheets into one worksheet
- C. Merge more than two workbooks into one workbook
- D. None of the above

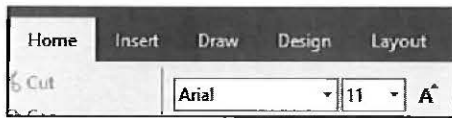
18. PowerPoint presentations are widely used as \_\_\_\_\_.

- A. Note outlines for teachers
- B. Project presentations by students
- C. Communication of planning
- D. All of the above

19. There are many types of application software used to assist students with their daily tasks. Choose the following application software that is used for create spreadsheets.

- A. Microsoft Word
- B. Microsoft Excel
- C. Microsoft PowerPoint
- D. Microsoft Access

20. Which of the tabs shown below contains an add table function?



- A. Home
- B. Insert
- C. Draw
- D. Design

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**SECTION B**

**(10 Marks)**

There are TEN (10) questions in this part. Answer ALL questions in the answer booklet.

**Instructions:** Categorize the devices given below into the suitable category by putting the letter into the boxes as answer. Write it back in your answer booklet with the **CORRECT** answer.

Categories available:

A – MS PowerPoint	B - MS Words	C - MS Excel
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Answer by assigning the CORRECT category for each of these devices.

Create and display animation		Used to store and analyze data	
AutoSum		The Morph Transition	
Creating reports or letterheads		Page orientation: Landscape or portrait	
Can add audio narration		Computer program for processing words	
PivotTable		Vertical Lookup or VLOOKUP	
Example: Called as PPT	A		

**SECTION C**

**(20 Marks)**

**There are TWO (2) questions in this part. Answer ALL questions in the answer booklet.**

1. Explain **FIVE (5)** features of Microsoft Words that commonly used to prepare a report. (10 marks)
2. Sandra is employed as an executive at a premier employment agency. She deals with the hiring procedures on a daily basis. When communicating via email with a large number of individuals, Sandra's computer security and safety come first. Explain **FIVE (5)** solutions for handling illicit emails that could endanger her personal computer. (10 marks)

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

  
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