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UNIVERSITI TUN ABDUL RAZAK

FINAL EXAMINATION
MARCH 2024

COURSE TITLE	**BASIC INFORMATION AND COMMUNICATION TECHNOLOGY**
COURSE CODE	**FMGT0213**
DATE/DAY	**13 JUNE 2024 / 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 **11** Printed Pages including front page)

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

There are TWO (2) sections in this paper. Answer ALL questions in the answer booklet provided. **[100 MARKS]**

SECTION A **(40 Marks)**

There are FORTY (40) questions in this section. Answer ALL questions in the OMR paper.

1. What are the advantages of computer literacy?

   I. More job opportunity.
   II. Better ways on having fun online.
   III. Improve communication skills.
   IV. Better ways to spread rumours.

   A. I and III
   B. I, II and III
   C. II and IV
   D. All of them

2. 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

3. What does CPU stand for?

   A. Computer Program Unit
   B. Central Programming Unit
   C. Central Processing Unit
   D. Computer Process Unit

4. *"Two or more computers that connect to one another for the purpose of communicating data electronically"*. Which of the following is the correct term for this statement?

   A. Server
   B. Network
   C. Email
   D. Software

5. _____ is also known as a system board and the main circuit board of the computer.

    A. Cache
    B. Processor
    C. Motherboard
    D. Hard disc

6. What will you need to guard against malware?

    A. A word processor
    B. Spyware
    C. Rude bots
    D. Antivirus

7. Communication technology is _____.

    A. a process of transferring information between two or more computer
    B. all equipment and program that are used in exchanging data and information
    C. a medium to transmit data and information using computers
    D. tools to communicate throughout the world

8. How does government utilize the potential of technology?

    I. Improvement in attendance taking system among the private sector staff.
    II. Practicing E-procurement.
    III. Using social media to share information.
    IV. National ID systems to improve tax compliance and provision of public services.

    A. III and IV.
    B. I and II.
    C. II, III and IV.
    D. All of them.

9. _____ is a network that extends over a large geographical area such as states.

    A. WAN
    B. MAN
    C. LAN
    D. IPs

10. What does VPN stand for?

    A. Virtual Piracy Network
    B. Virtual Personal Network
    C. Virtual Privacy Network
    D. Virtual Private Network

11. These are the benefits of network, **EXCEPT**

    I. Users are allowed to share printer and scanner.
    II. Users can transfer file without the need to use external storage media.
    III. Users can communicate with other users from all over the world.
    IV. Users can easily get other users' online credentials without them noticing it.

    A. IV only
    B. I and IV
    C. II and III
    D. None of them

12. Why do we need to include a subject in an email?

    A. To make a greeting
    B. To give an idea of what the email is about
    C. To include the content of the email
    D. To provide receiver a notification

13. The following are examples of web browsers:

    I. Google
    II. Bing
    III. Mozilla Firefox
    IV. Internet Explorer

    A. I, III and IV.
    B. I and II.
    C. III and IV.
    D. All of them.

14. Which of the following are the examples of IP Address?

    I.   27.132.22.987
    II.   234.123.890
    III. 216.3.128.12
    IV. 456.89.433

    A.   I, III and IV.
    B.   I and III.
    C.   II and IV.
    D.   All of them.

15. The following are examples of _____.

    I.   Spread false information.
    II.   Indulge spam.
    III. Send text containing viruses.
    IV. Typing in all caps.

    A.   cyber-security
    B.   cyber-bullying
    C.   physical harassment
    D.   verbal harassment

16. 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

17. 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

18. 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

19. There are many different types of _____. Most of them are carried out with the expectation of _____ by the attackers.

    A. cybercrime; financial loss
    B. cyber-stalking; financial gain
    C. cyber-stalking; financial loss
    D. cybercrime; financial gain

20. Risks including graphic sexual images, sexual predators who solicit youngsters on chat rooms and through email, as well as online bullying. These are the example of _____.

    A. Cyber-bullying
    B. Child safety
    C. Cyber-security
    D. Internet problems

21. Which of the following is the furthest right button to view your work in Microsoft Word?

    A. Custom layout
    B. Print layout
    C. Read mode
    D. Web layout

22. Which of the following is false about desktop publishing software?

    A. Known as page layout programs
    B. Known as illustration programs
    C. Known as specialise graphics programs
    D. Known as web page editors

23. _____ is about protecting your devices and _____ from unauthorized access or modification.

    A. Cybercrime; internet
    B. Cyber security; internet
    C. Cyber security; network
    D. Cybercrime; network

24. Which of the following are examples of cyber security?

    I.   Cloud security
    II. Mobile security
    III. Application security
    IV. Network security

    A. II, III and IV
    B. I and III
    C. II and IV
    D. All of them

25. _____ is the use of a computer as an instrument to further illegal ends.

    A. Cyber-crime
    B. Cyber-security
    C. Cyber-bullying
    D. Dark web

26. The following are the information related to drawing software **EXCEPT** _____.

    I.   Known as webpage editor
    II. Use to create and edit vector images
    III. Consist of thousand of dots or pixels
    IV. Often use illustration programs

    A. IV only
    B. I and II.
    C. II and IV
    D. All of them

27. Which of the following is **NOT** the example of multimedia software?

    A. Video editing software
    B. Drawing software
    C. Application software
    D. Webpage software

28. Which of the following statement is the definition to critical infrastructure security?

    A. Protects the compute systems, applications, networks, and digital assets that depend on national security and public safety
    B. It is a software utility program designed to safeguard the network from harmful programs
    C. Types to use to combat cyber-security
    D. Enhancement protection for an internet user

29. Which of the following are the tactics that lead to harmful circumstances when being online?

    I. Someone is insisting on getting your address or phone number.
    II. Someone wants to meet you in person.
    III. A person tells you that you will get into trouble if you tell an adult what has been going on.
    IV. A person emails you pictures which make you feel uncomfortable.

    A. I and III
    B. I, III and IV
    C. III and IV
    D. All of them

30. What symbol in the cell that you must first enter when typing a formula in Microsoft Excel or Google Sheets?

    A. #
    B. @
    C. %
    D. =

31. Which of the following are the tools to write a report?

    I. Microsoft Words
    II. Google docs
    III. Microsoft Excel
    IV. Canvas

    A. I, II and IV
    B. I, II and III
    C. I and II
    D. All the above

32. Which of the following shortcut key is the correct way to copy the information to another new document?

    A. Open a new Microsoft Words + Ctrl C + Ctrl V
    B. Ctrl N + Ctrl V + Ctrl C
    C. Ctrl V + Ctrl C + Open new Microsoft Words
    D. Ctrl C + Ctrl N + Ctrl V + Ctrl X

33. Which of the following steps should you press to open a Task manager if a Windows program has become unresponsive?

    I. Control
    II. Shift
    III. Alternate
    IV. Delete

    A. I, II and III.
    B. I, III and IV.
    C. II, III and IV.
    D. All of them.

34. The following are correct information about Microsoft Excel, **EXCEPT** _____.

    I. to summarize data, users can use "=average (a1-a10)"
    II. ctrl f is a shortcut key to search the information in the excel page
    III. users can input formula manually
    IV. users can make a report

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

35. Which of the following is/are **NOT** a pointing device?

    I. Keyboard
    II. Mouse
    III. Joystick
    IV. Touchpad

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

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36. Based on the concept of short-cut key, which of the following is used for replacing word?

A. Ctrl M
B. Ctrl C
C. Ctrl H
D. Ctrl N

37. Choose the correct association between hardware and its operation from the following.

A. Monitor → Processing
B. Monitor → Output
C. CPU → Input
D. Monitor → Storage

38. Photoshop and Windows Gallery are the examples of _____.

A. image clouds
B. image editing software
C. video editing software
D. drawing software

39. 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

40. Which of the following is **NOT** a correct way to spot a fake news?

A. Read the information twice
B. Media literacy
C. Check if the author of the news is credible/real
D. Use ChatGPT to check the information

SECTION B (60 Marks)

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

Question 1

Computer literacy is an essential knowledge needed to function independently with a computer.

a) The following are the components of a computer. Explain: -

    i.   Input device (5 marks)

    ii.   Output device (5 marks)

    iii. System unit (5 marks)

    iv. Communication (5 marks)

b) Name **FOUR (4)** types of computer network. (4 marks)

c) Discuss any **TWO (2)** types of computer network and use appropriate examples to support your answer. (10 marks)

Question 2

Microsoft Office software developed by Microsoft company and was first introduced by Bill Gates in 1988.

a) List down **THREE (3)** Microsoft Office application. (6 marks)

b) Based on your answer in (a) above, briefly explain the types of application. (9 marks)

Question 3

Cybersecurity aims to protect or mitigate the impact of individual's and organizations' system, data, and devices against any cyberattack.

a) Differentiate between network security and information security. (5 marks)

b) Provide **THREE (3)** examples of cybersecurity threats. (6 marks)

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