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UNIVERSITI TUN ABDUL RAZAK

FINAL EXAMINATION
MAR-2022

COURSE TITLE BASIC INFORMATION AND COMMUNICATION TECHNOLOGY

COURSE CODE FMGT0213

DATE/DAY 16 JUNE 2022 / THURSDAY

TIME/DURATION 09:00 AM - 10:30 AM / 1.5 Hours

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 **12** Printed Pages including front page)

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FMGT0213 Basic Information and Communication Technology
Final Examination March 2022

There are FORTY (40) questions in this examination paper. Answer ALL questions in UROX. **(40 Marks)**

1. Match the following to either communication devices or communication technology:

   A process of transferring information between two or more computers.
   - Communication devices
   - Communication technology

   All equipment and programs that are used in exchanging data and information.
   - Communication devices
   - Communication technology

2. What are the impacts of technology?

   I. The advent of new digital systems will result in more infringements.
   II. Better access to inputs and outputs.
   III. Continued public acceptance of unauthorized copying.
   IV. Better quality entertainment.

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

3. _____ is a telecommunication or _____ system of computer networks, which makes it possible for exchange of data and information.

    A. Internet; worldwide

    B. Network; worldwide

    C. Network; integrated

    D. Internet; integrated

4. Microsoft Excel is an application program known as _____.

    A. Window-based Spreadsheet.

    B. Window-based presentation program.

    C. Linux based Spreadsheet.

    D. Window-based word processor.

5. Which of the following are examples of web browsers?

    I. Google

    II. Bing

    III. Mozilla Firefox

    IV. Internet Explorer

    A. I and IV.

    B. I, III and IV.

    C. I and II.

    D. All of the above.

6. Telephones send information through wires in the form of_____.

    A. radio signals.

    B. electrical signals.

    C. microwaves.

    D. None of the options.

7. The set of instructions and rules to design and use information system are called_____.

    A. software.

    B. data.

    C. procedures.

    D. hardware.

8. The type of memory use to start computers is:

    A. random access memory (RAM).

    B. secondary memory.

    C. central processing unit (CPU).

    D. read only memory (ROM).

9. Choose the input device(s) from the following options.

    A. Mouse

    B. Keyboard

    C. Digital camera

    D. All of the above.

10. Etiquette is the correct or acceptable way of using the internet.

    A. True

    B. False

11. Based on the internet revolution, match the following:

    E-mail and entertainment
- Internet of content
- Internet of services

    E-procurement and E-commerce
- Internet of content
- Internet of services

12. Based on the current issues in ICT, match the following:

    Some people find it difficult to adjust to rapid growth of technology.
- Adaptation
- Privacy

    Failure to protect your computer from hackers can compromise personal information.
- Adaptation
- Privacy

13. A machine which scans a page, converts its texts and graphics into electronic signals and transmits it through telephone lines is known as_____.

    A. central processing unit (CPU).
    B. computer.
    C. fax machine.
    D. photo phone.

14. _____ is also called the brain of the computer, as it translates instructions and performs calculations?

    A. Central Processing Unit (CPU)
    B. Mouse
    C. Keyboard
    D. Monitor

15. Audio-video cassettes and hard disks are examples of _____.

    A. linear storage devices.
    B. temporary storage devices.
    C. secondary storage devices.
    D. primary storage devices.

16. Choose the presentation-processing program from the following options.

    A. MS PowerPoint
    B. MS Excel
    C. MS Word
    D. MS Access

17. Freeze pane is one of the functions of MS Excel.

    A. True

    B. False
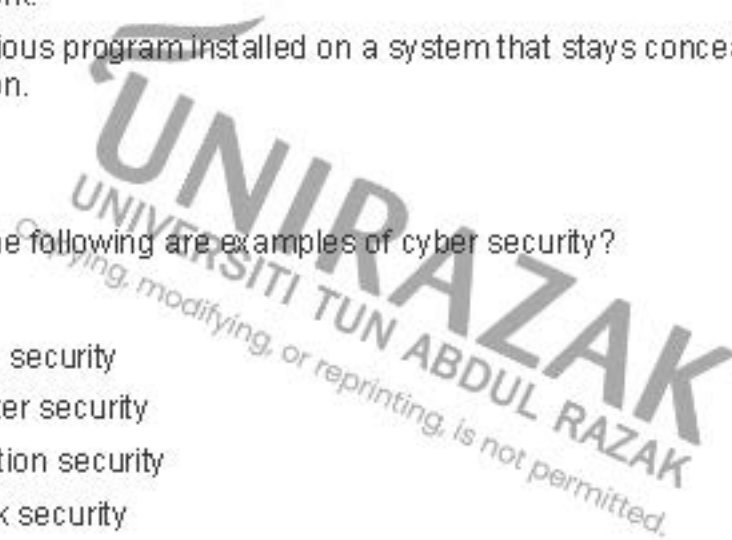
18. With respect to computers, which one of the following would best describe phishing?

    A. A type of unsolicited bulk of identical messages sent to numerous recipients.

    B. An attempt to acquire sensitive information for malicious reasons, by masquerading as a trustworthy entity.

    C. A method of bypassing normal authentication procedures over a connection to a network.

    D. A malicious program installed on a system that stays concealed to avoid detection.

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

    I. Intranet security

    II. Perimeter security

    III. Application security

    IV. Network security

    A. II, III and IV.

    B. I and III.

    C. II and IV.

    D. All of the above.

20. In a spreadsheet, to add a new row to a table you could _____.

    A. click the insert rows command on the insert menu.

    B. press the enter key.

    C. click the insert rows button on the standard toolbar.

    D. None of the above.

21. The instructions or programs that tell the hardware what to do are known as _____.

    A. software.

    B. data.

    C. procedures.

    D. hardware.

22. A moulded plastic disc on which digital data is stored in the form of microscopic reflecting and non-reflecting spots is known as_____.

    A. hard disk.

    B. floppy disk.

    C. compact disc (CD).

    D. audio cassette.

23. The way of doing business on the web is known as:

    A. e-commerce.

    B. post.

    C. e-mail.

    D. web browsing.

24. Which of the following are examples of netiquette when using chat rooms function?

    I.   Avoid hijacking a discussion thread.

    II. Indulge spam.

    III. Do not send text containing viruses.

    IV. Avoid typing in all caps.

    A. I and II.

    B. III and IV.

    C. I, III and IV.

    D. All of the above.

25. On the internet, the feature which allows users to view web pages is known as:

    A. e-mail.

    B. post.

    C. e-commerce.

    D. web browsing.

26. Based on the acceptable way of using the internet, match the following:

Respect other people's privacy and verify facts before reposting.
- Do
- Don't

Name-call and post private images.
- Do
- Don't

27. Which component of the computer is responsible for performing arithmetic and logic operations?

    A. CPU
    B. ROM
    C. RAM
    D. System Unit

28. _____ directs and manages different computer hardware components operations and control them

    A. Browser
    B. MS Office
    C. Operating system
    D. Antivirus

29. Which of the following statements below is TRUE pertaining to cyberbullying?

    I. It always takes place over digital devices.
    II. It occurs through SMS, text, forums, or gaming where people can view, participate in or share contents.
    III. Cyberbullying includes sharing false or mean content about someone else.
    IV. Cyberbullying is an act of criminal offense.

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

30. Which of the following are **NOT** tips on how to be secure online?

    I.   Always check for software updates.
    II. Do not change passwords so frequently.
    III. Do not open emails from unknown senders.
    IV. Do not consider using a firewall or antivirus.

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

31. Which of the following components below is not categorized as an output device?

    A. Printer
    B. Plotter
    C. LCD Screen
    D. CPU

32. Choose the correct full form of LAN:

    A. Limited Area Network
    B. Local Area Network
    C. Large Area Network
    D. Line Area Network

33. Another name for junk email is _____.

    A. Hacker
    B. Virus
    C. Spoof
    D. Spam

34. Which option is used to set timings on slides so that they can run automatically with the time settings?

A. Rehearsal

B. Practice Time

C. Slide Timer

D. Set Timer

35. A program which protects PCs and removes malware is known as:

A. Virus

B. Malware

C. Antivirus

D. Anti-Worm

36. The following statements below considered as warning for 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 doubtful pictures which make you feel uncomfortable.

A. I and III.

B. I, III and IV.

C. III and IV.

D. All of the above.

37. Choose the correct definition that defines the Internet:

    A. A globally connected network that uses Transmission Control Protocol.

    B. The Internet is a type of network.

    C. The Internet enables us to access the dark web.

    D. All of the above.

38. In MS PowerPoint, a single page is called as _____.

    A. slide.

    B. webpage.

    C. worksheet.

    D. document.

39. The Web is a part of the search engine.

    A. True

    B. False

40. What is the default margin of MS Word?

    A. 1 inch top, bottom, left and right.

    B. 3 inch top, bottom, left and right.

    C. 1.5 inch top, bottom, left and right.

    D. 2 inch top, bottom, left and right.

*** END OF QUESTION PAPER ***