

**UNIVERSITY COLLEGE TATI (UC TATI)****FINAL EXAMINATION QUESTION BOOKLET**

COURSE CODE	: DCT1013
COURSE	: INTRODUCTION TO INFORMATION TECHNOLOGY
SEMESTER/SESSION	: 1-2022/2023
DURATION	: 3 HOURS

**Instructions:**

1. This booklet contains 5 questions. Answer ALL questions.
2. Question 1, 2, 3, 5 b) and c) answers should be written in answer booklet. Question 4 a), b), and 5 a) answers should be burnt on Compact Disc (CD) or save into a pen drive provided.
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise your hands and ask the invigilator.

**DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO**

**THIS BOOKLET CONTAINS 12 PRINTED PAGES INCLUDING COVER PAGE**

QUESTION 1

- a) Based on the following descriptions of touch screen gestures, name the motions as either *Double-tap*, *Drag or slide*, *Pinch*, *Press and hold*, *Stretch*, *Swipe*, or *Tap*.
- i) Move two fingers apart (1 mark)
  - ii) Move two fingers together (1 mark)
  - iii) Press and hold one finger and then move the finger horizontally or vertically on the screen (1 mark)
  - iv) Press and hold one finger on an object and then move the finger to the new location (1 mark)
  - v) Press and hold one finger to cause an action to occur, or until an action occurs (1 mark)
  - vi) Quickly touch and release one finger one time (1 mark)
  - vii) Quickly touch and release one finger two times (1 mark)

- b) On many desktops, the screen is housed in a display device (or simply display) that is separate from a tower, which is a case that contains the processing circuitry. Another type of desktop called an **all-in-one** does not contain a tower and instead uses the same case to house the display and the processing circuitry. Label the following Figure 1 all-in-one, display and tower.

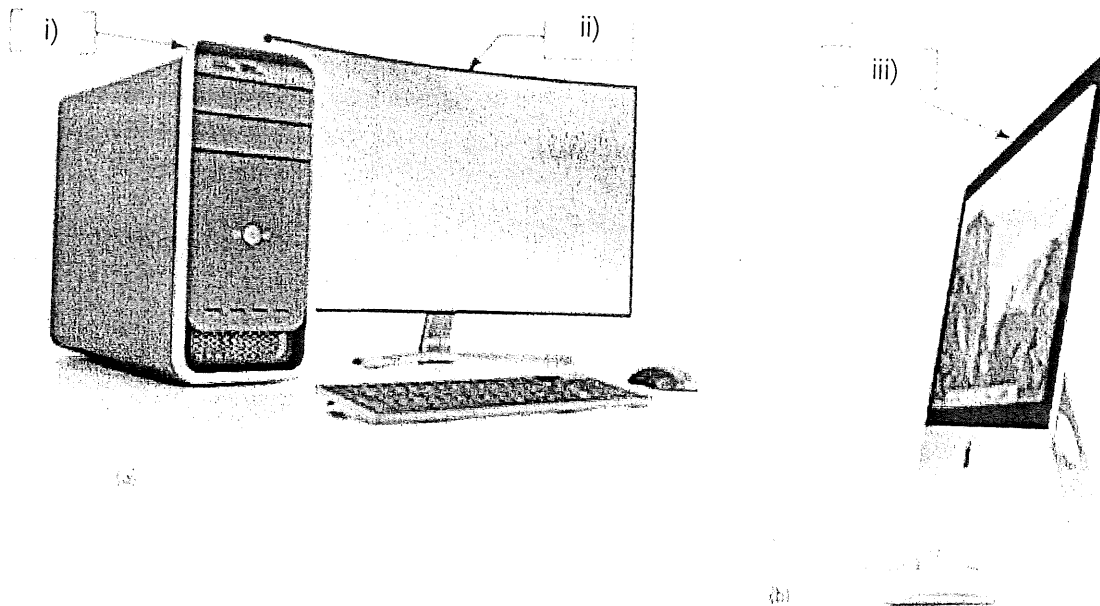


Figure 1

(3 marks)

- c) A password is a private combination of characters associated with a user name. Categorize the following passwords as Better, Excellent, Nope, and OK.
- i) \$m3llycat (1 mark)
  - ii) sm3llycat (1 mark)
  - iii) smelly (1 mark)
  - iv) smellycat (1 mark)

**QUESTION 2**

- a) Match the following solutions to the problems of **Automatic Response, Cyberbullying Message, Email Message Formatting, Images Do Not Appear, Mobile Hot Spot Not Found, Sporadic Email Message Delivery, Social Media Password, Suspicious Website Visits, Unexpected Search Engine, and Unsolicited Friend Requests.**
- i) Access the browser's settings and make sure the browser is configured to display images (1 mark)
  - ii) Automatic responses may be going indirectly to a Junk or Spam folder (1 mark)
  - iii) Contact local law enforcement to have them investigate (1 mark)
  - iv) Do not accept friend requests from people you do not know or trust (1 mark)
  - v) Mobile hot spot might not be configured correctly (1 mark)
  - vi) The settings for sending and receiving email messages might have changed; review the settings and specify how often you want the email program to send outgoing email messages and check for new email messages (1 mark)
  - vii) The supervisor may be monitoring employee web browsing habits (1 mark)
  - viii) Use the forgotten password utility to retrieve the password (1 mark)
  - ix) You might have typed the web address incorrectly (1 mark)
  - x) Your email program might not support receiving email messages formatted with HTML (1 mark)

b) Refer to Figure 2,

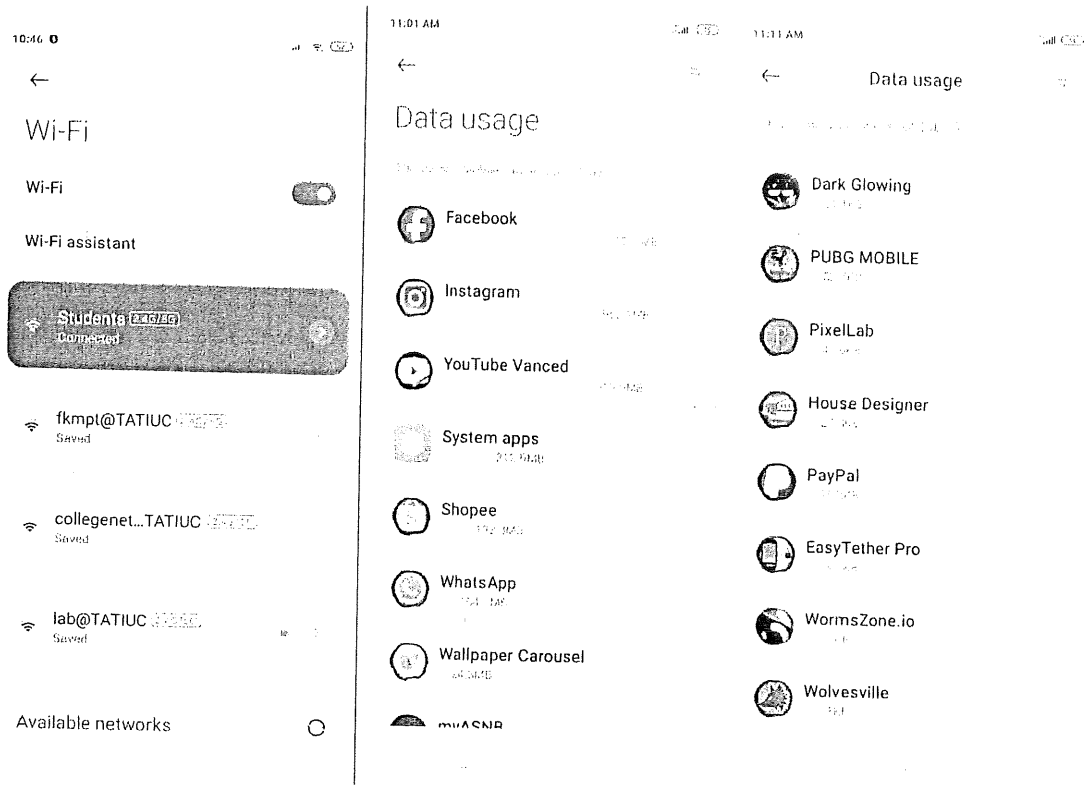


Figure 2

- i) What is the name of the wireless network to which Figure 2 connected? (1 mark)
- ii) What is the limit of mobile data plan? (1 mark)
- iii) Review the mobile data usage. Which app uses the most data? (1 mark)
- iv) Which app uses the least data? (1 mark)

**QUESTION 3**

- a) Figure 3 shows typical components in a higher-end desktop and laptop. Label Figure 3 with the terms battery, hard disk, heat sink and fan, inside of desktop, inside of laptop, integrated sound ports and circuitry, memory module, power supply and fan, processor, sound card.

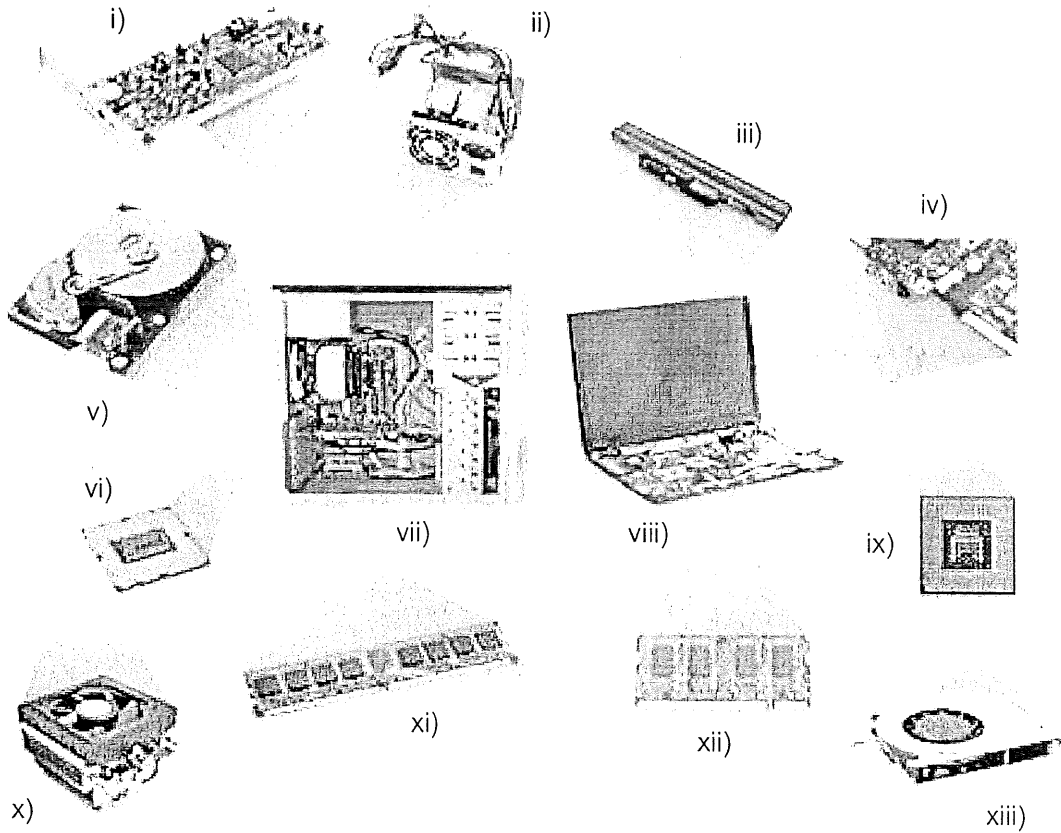


Figure 3

(13 marks)

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- b) Match the following solutions to the problems of **Antivirus Program Not Updating, Document Reader Software Cannot Open a PDF File, Incompatible App, Low on Space, News Not Updating, Operating System Does Not Load, Unacceptable File Size, Unwanted Programs, and Videoconference Freeze.**
- i) Contact the information technology department to see if it is possible to store some files on an external drive or install a larger hard drive in your computer (1 mark)
  - ii) One or more of the files you are attempting to back up are corrupt (1 mark)
  - iii) Reinstall the antivirus program (1 mark)
  - iv) Reinstall the app (1 mark)
  - v) Reinstall the operating system (1 mark)
  - vi) Save the image in a different format (1 mark)
  - vii) The app might not be compatible with your device's hardware or specific configuration (1 mark)
  - viii) They might have been preloaded when you purchased the computer (1 mark)
  - ix) You may not have enough bandwidth available (1 mark)

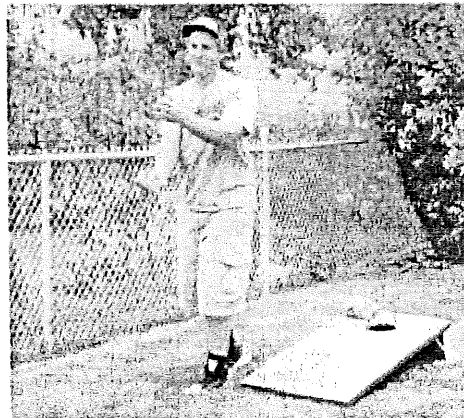
QUESTION 4

- a) You have a side business where you build bean bag toss boards. Create a flyer shown in Figure 4 that promotes this business.

48-point Arial Black font;  
Orange, Darker 50%  
(3 marks)

# Bean Bag Toss Boards for Sale

Picture is inserted;  
Bevel Circle picture  
effect (2 marks)



Italicized (1 mark)

Fun for the *entire* family! Perfect for any party!

- . Homemade boards made from the finest quality materials.
- . Each board is 36" long x 24" wide.
- . Choose from 10 different colors.

Bulleted list  
left-aligned;  
20-point font  
(3 marks)

Underlined (1 mark)

To purchase a board,  
**call Dave Betty at (756) 555-2938.**

Signature line is centered,  
in Franklin Gothic Medium  
Bold 26; (4 marks)

Figure 4

- b) Members of your homeowners' association are having their semiannual meeting, and each member of the board is required to give a short presentation on the subject of energy savings. You have decided to discuss the energy-saving benefits of maintaining the air ducts in your home. Start Power Point. Create slides 1-3 based on Figure 5 through 7.

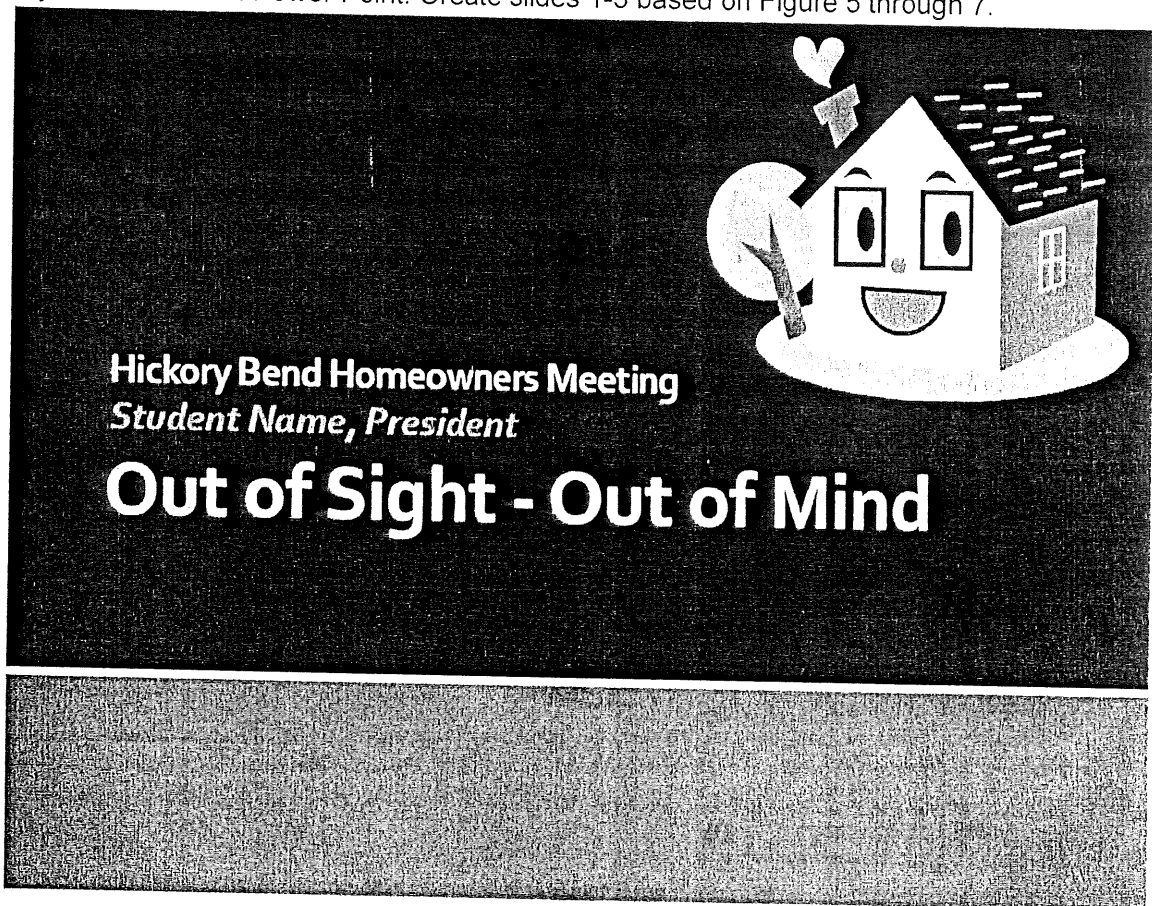


Figure 5

- i) The document theme is Module. (1 mark)
- ii) On Slide 1 (Figure 5), replace the words, Students Name, with your name. Bold and italicized. Font color is Dark Red. The font size for subtitle is 24. (5 marks)
- iii) Place a clip to the upper-right corner. (1 mark)

# Check Hidden Air Ducts

- Attic and ceilings
- Basement
- Crawl space
- In walls
- Under floors

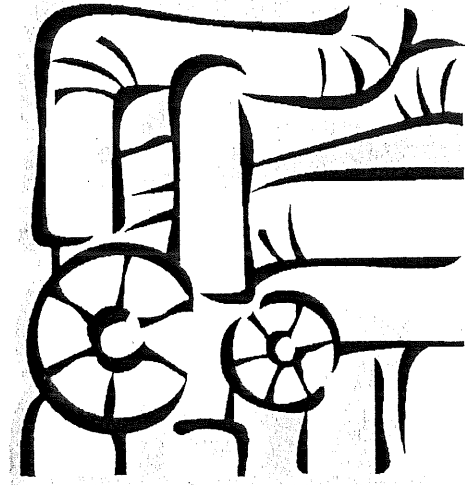


Figure 6

- i) Increase the font size of the Slide 2 (Figure 6) title text, Check Hidden Air Ducts, to 54 point. (1 mark)
- ii) Place a clip to fill the white space on the right of the bulleted list. (1 mark)

# Energy Savings

- Check for leaks in ducts
  - Repair with UL approved tape
- Check insulation around ducts
  - Hire a professional before changing insulation

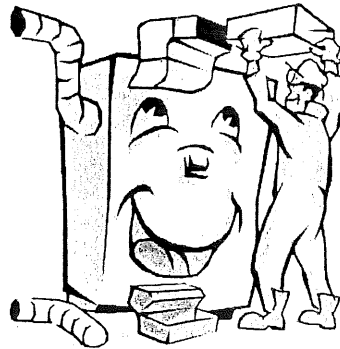
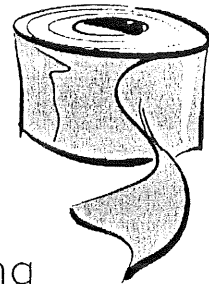


Figure 7

- i) On Slide 3 (Figure 7), change the font size of the title text, Energy Savings, to 54 point. (1 mark)
- ii) Increase the indent levels for paragraphs 2 and 4. (1 mark)
- iii) Center the furnace clip at the bottom of the slide. (1 mark)
- iv) Apply the Fade Smoothly transition and Slow Transition Speed to all slides. (2 marks)

**QUESTION 5**

- a) You work as a spreadsheet specialist for A Healthy Body Shop, a high-end total fitness center franchise. Your manager has asked you to develop an annual revenue analysis worksheet similar to the one shown in Figure 8.

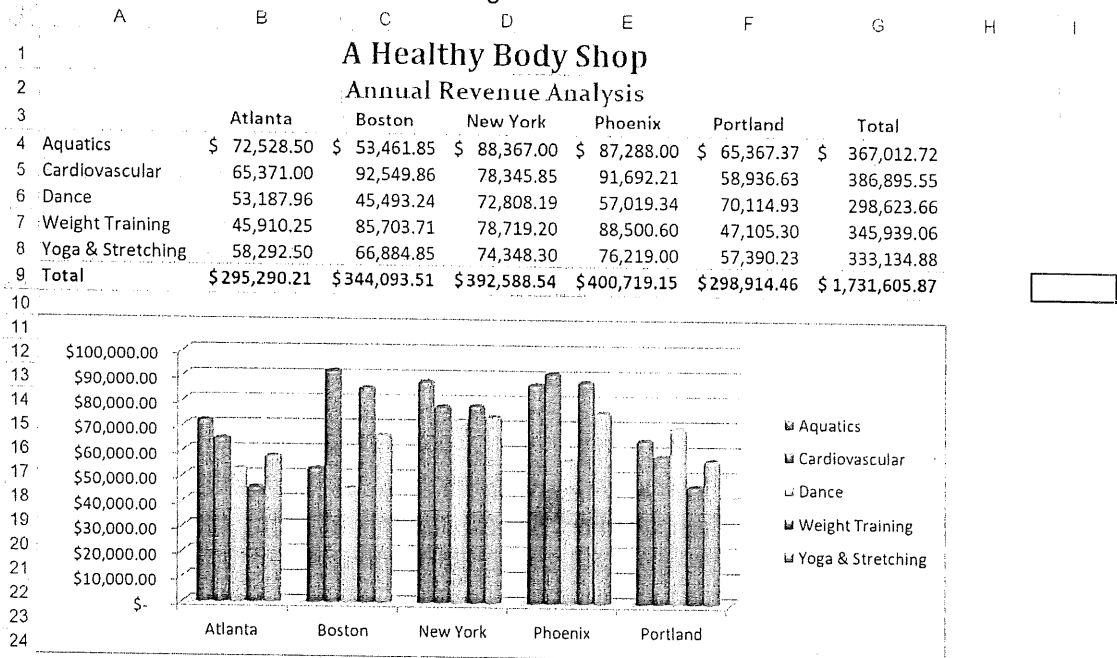


Figure 8

- i) Enter the worksheet title, A Healthy Body Shop in cell A1 and the worksheet subtitle, Annual Revenue Analysis, in cell A2. Beginning in row 3, enter the franchise locations, fitness activities, and annual revenues. (3 marks)
- ii) Create the totals for each franchise location, fitness activity, and company grand total. (1 mark)
- iii) Format the worksheet title with the Title cell style. Center the title across columns A through G. (1 mark)
- iv) Format the worksheet subtitle to 14-point Constantia dark blue, bold font, and center it across columns A through G. (1 mark)
- v) Use Cell Styles to format the range A3:G3 with the Heading 3 cell style, the range A4:G8 with the 40% - Accent 6 cell style, and the range A9:G9 with the Total cell style. Center the column headers in row 3. Apply the Accounting Number Format to the range B4:G4 and the range B9:G9. Apply the Comma Style to the range B5:G8. (5 marks)
- vi) Select the range A3:F8 and then, insert a Clustered Cylinder chart. Apply the Style 26 chart style to the chart. Move and resize the chart so that it appears in the range A11:G24. (3 marks)

- b) Intellectual property (IP) refers to unique and original works. Give **SEVEN (7)** examples of Intellectual property (IP). (7 marks)
- c) Who should you notify when you face the problem of phishing scam? (1 mark)

-----End of question-----