

## ACADEMIC YEAR 2023 – 2024

Program	Term	Semester	Paper
<b>FOUNDATION</b>	<b>2</b>	<b>1</b>	<b>MAIN</b>

MODULE NAME:	<b>BASIC INFORMATION TECHNOLOGY-I</b>		
MODULE CODE:	<b>FCOM001</b>	EXAM DATE:	<b>5/2/2024</b>
TEACHER'S NAME:	<b>Mitha AL-khazimi</b>	DURATION:	<b>2 hrs.</b>

Questions to be answered on:	Allowed requirements	Number of pages
Computer	Computer	(Incl. Cover Page): <b>4</b>

### Points of Attention:

- For each question, the maximum earned points are mentioned between brackets at the end of each question.
- Make sure your answers are written to the point.
- All answers must be written **in English**.
- When finished, save your answer on Moodle or hit the submit button.
- Cheating /copying is not allowed and will result in failing the exam.

FINAL MARKS	
STUDENT NAME:	
STUDENT ID:	<b>10</b>
CLASS:	<b>40</b>

Number of answer scripts: .....

Invigilator: .....

Student's signature: .....

Time of receipt: .....

## Question 1

[40 Marks]

Create a PowerPoint presentation with the following specifications: The presentation must consist of four slides:

### Slide 1:

[10 Marks]

1. Create a PowerPoint title slide with the heading '**TECHNOLOGY AND THE WORLD**' and the subtitle '**Communication Technology**'.
2. Apply **bold & Italic** formatting specifically to the title.
3. Change the font color of the title to **green**.
4. Adjust the font size of the title to **20** points and the subtitle to **18** points.
5. Apply a **shadow** effect to the title.
6. Convert the word 'Technology' to **Uppercase** in the subtitle '**Communication Technology**'.
7. **Highlight** the phrase 'Technology'.
8. Set the slide transition to **wipe**.
9. Add an animation effect of type **Fly In**.
10. Apply the **Organic** theme and ensure it is applied to all slides in the presentation.

### Slide 2:

[10 Marks]

1. Insert a new slide with the **Title and Content** layout.
2. Write the following text:

"Communication Technology: Encompasses various means of transmitting information, including telecommunications, the internet, and mobile communication. This area is crucial for global connectivity and instant communication."(Morrison, et.al., 2015).

3. Apply **Times New Roman** font and set the font size to **12** points.
4. Align the text to the **Right**.
5. **Justify** the text.
6. Set the line spacing to **1.5**.
7. Apply **bold and italics & underline** to the text.
8. Add **Footer** and **Header** to the slide with the following points:
  - Insert '**Communication Technology**' and apply to all slides in the **header**.

- Insert 'date, time, and slide number' and apply to all slides in the **footer**.
- 9. Insert the comment 'Communication Technology' in the slide.
- 10. Insert the hyperlink: <https://www.technology.com>.

**Slide 3:**

**[10 Marks]**

1. Insert a new slide with the **Title Slide** layout.
2. Insert an online picture related to the topic 'Communication Technology', to the **right** content area.
3. **Crop** the picture to remove unnecessary portions.
4. Apply a picture Style **Beveled Oval Black**.
5. Apply a **border weight 1pt** to the picture.
6. The **dimensions** of the picture must be as follows:
  - **Height** - 3.01 cm and **width** - 6.65 cm
  - **Brightness** - 60% and **contrast** - 60%
7. Apply a slide **transition Cut** of your choice to slide 3 only.
8. Set the slide advance time to **2 seconds** for slide 3 only.
9. Insert an **action button** and create a **hyperlink** to the Slide 2.

**Slide 4:**

**[10 Marks]**

1. Insert a new slide with the **Title Only** layout.
2. Insert SmartArt **Picture accent List** and add the following text inside box using **WordArt** textbox appearing on the Figure below.
3. Insert a picture for the **steps number (1, 2 & 3.png)** and locate it on the top **left** side of the Figure below.
4. Change picture style to **Blue, Preset 2**.
5. Change colors to: **Colorful Range Accent Colors 4 to 5**.
6. Save the presentation and upload it on **Moodle**.



**Reference:**

Morrison, C., Pusins, D. and Ruffolo, L. (2015). *Computer Literacy Basics*. 5th ed. USA: Cengage Learning.

**MLO & Bloom's Level of Complexity**

#Q	MLO Addressed	Complexity Level
1	1, 2, 6, 8	Understand / Apply/ Analyze /Evaluate /Create
2	1, 2, 3, 6, 8	Remember / Understand / Apply /Analyze / Evaluate / Create
3	1, 2, 3, 6, 8	Remember / Understand / Apply / Analyze / Evaluate
4	1, 2, 3, 4, 10	Remember / Understand/ Apply / Evaluate