

ACADEMIC YEAR 2023 – 2024

Program	Term	Semester	Paper
FOUNDATION	1	2	MAIN

MODULE NAME:	BASIC INFORMATION TECHNOLOGY-I
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MODULE CODE:	FCOM001	EXAM DATE:	30/4/2024
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TEACHER'S NAME:	Mitha AL-khazimi	DURATION:	2 hrs.
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Questions to be answered on:	Allowed requirements	Number of pages
Computer	Computer	(Incl. Cover Page): 4

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:	40
CLASS:	10

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 '**Lifelong learning**' and the subtitle '**Learning**'
2. Apply **bold, Italic & underline** formatting specifically to the title.
3. Change the font color of the title to **red**.
4. Adjust the font size of the title to **14** and the subtitle to **18**.
5. Apply a **shadow** effect to the title.
6. Convert the word '**Learning**' to **Uppercase** in the subtitle.
7. **Highlight** the phrase '**Learning**'.
8. Set the slide transition to **wipe**.
9. Add a '**Fly In**' as an animation effect.
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. Type the following text:

"Lifelong learning is a journey that extends far beyond the confines of formal education. It embodies the continuous pursuit of knowledge, skills, and personal growth throughout one's life. In today's rapidly evolving world, where technological advancements and societal changes shape our daily lives, the importance of lifelong learning cannot be overstated. It empowers individuals to adapt to new challenges, seize opportunities, and thrive in an ever-changing landscape"(Morrison, et.al., 2015).

3. Apply **Times New Roman** font and set the font size to **12**.
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 '**lifelong learners**' 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 '**lifelong learners**' in the slide.
10. Insert the hyperlink: <https://www.lifelonglearning.com>.

Slide 3:

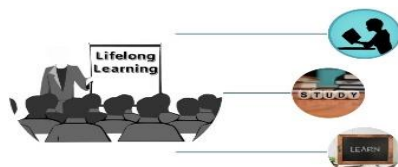
[10 Marks]

1. Insert a new slide with the **Title Slide** layout.
2. Insert an online picture related to the topic '**Lifelong Learning**', 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 graphic '**Picture**' **circular picture callout** and add the following text '**Lifelong Learning**' inside box using **WordArt** textbox appearing on the Figure below.
3. Insert a picture related to the "**lifelong learning**" 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