الجامعة الوطنية
National University
Science & Technology للعلوم والتكنولوجيا

كلية عمان البحرية الدولية
International Maritime College Oman

ACADEMIC YEAR 2023 – 2024

Program	Term	Semester	Paper
FOUNDATION	**1**	**1**	**MIDTERM**

MODULE NAME:	**BASIC INFORMATION TECHNOLOGY-I**		
MODULE CODE:	**FCOM001**	EXAM DATE:	**19/10/2023**
TEACHER'S NAME:	**Mitha Al-Khazimi**	DURATION:	**1hr. 30min.**

Questions to be answered on:	Allowed requirements	Number of pages
Moodle	Moodle	(Incl. Cover Page): **6**

Points of Attention:

• For each question, the maximum earned points are mentioned between brackets at the end of each question.
• Write very clearly! Answers that are not readable are not marked and don't get points!
• Make sure your answers are written to the point.
• All answers must be written **in English**.
• When finished, submit your exam on the Moodle.
• Any cheating/copying will result in failing the examination.

FINAL MARKS

STUDENT NAME:	
STUDENT ID:	
CLASS:	

25

Student's signature: …………………………   Time of receipt……….

Student's signature: …………………………   Time of receipt………

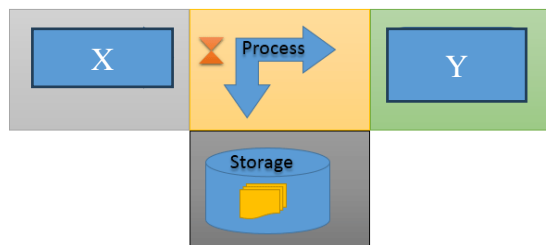## Question 1   [15 Marks]

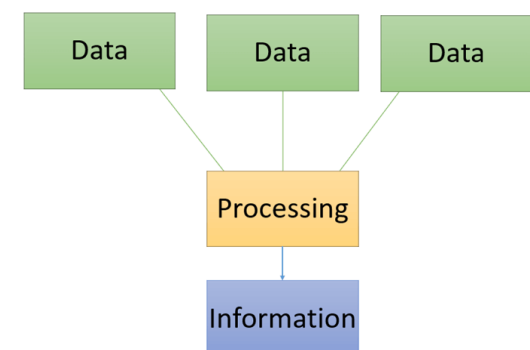**Choose the correct option.**

1. The **primary** function of a computer is _____.

(Ruffolo, 2002)

  a. output
  b. input
  c. storge
  d. input & processes "storge" and output.

2. Data can be transformed into information _____.

(Ruffolo, 2002)

  a. by collecting more data from various sources
  b. by generating reports based on raw data
  c. by organizing, analyzing, and interpreting the data
  d. by digitizing physical records into a database

3. Which of the following is the fastest type of computer?
  a. Laptop
  b. Mainframe Computer
  c. Personal Computer
  d. Supercomputer

4. Which of the following **is not** an input device?
  a. Microphone
  b. Scanner
  c. Projector
  d. Bar code reader

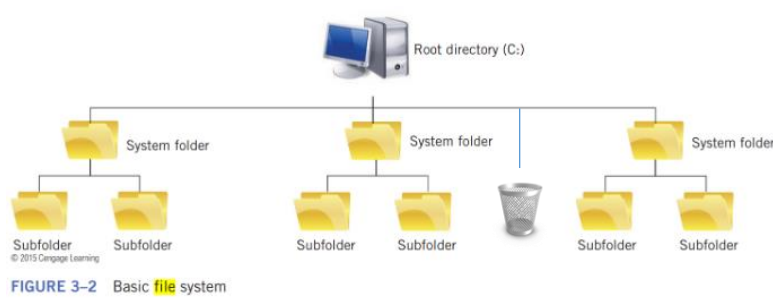5. **CPU** stands for _____.
   a. Central Peripheral Unit
   b. Computer Processing Unit
   c. Computer Processing User
   d. Central Processing Unit

6. Choose the **smallest** unit of data in a computer's memory.
   a. Hertz
   b. Bit
   c. Gigahertz
   d. Byte

7. Which of the following is responsible for **managing** a computer's resources and activities?
   a. Application software
   b. System software
   c. Utility software
   d. Operating system

8. Which type of software performs a specific task or creates something **electronically**?
   a. Operating system
   b. Application software
   c. Utility software
   d. System software

9. The function of **RAM** in a computer is _____.

   (Ruffolo, 2002)
   a. to store data for a long time
   b. managing computer's resources and activities
   c. to provide temporary storage for running programs
   d. to control the hardware devices connected to a computer

10. The purpose of **utility** software is _____.
    a. to handle tasks such as shutting down and restarting a computer
    b. to manage a computer's resources and activities
    c. to set up, maintain, and protect a computer
    d. to control hardware devices connected to a computer

11. What is the recommended action if you plan to be **away** from your computer for more than a day?
    a. Shut down the computer
    b. Restart the computer
    c. Sleep on the computer
    d. Switch users on the computer

12. The main purpose of the **POST** during computer startup is _____.
    a. to load the operating system
    b. to check and ensure critical system components are functioning
    c. to connect to the internet
    d. to display the manufacturer's logo

13. Where should you typically **store** your documents, music, videos, and other files on your computer?

FIGURE 3–2   Basic file system

(Ruffolo, 2002)
    a. In the root directory for easy access.
    b. In the system folder for better organization.
    c. In the recycling bin for safekeeping.
    d. In subfolders, not in the root directory or other folder containing system files.

14. Which keyboard button is used for renaming files?
    a. F4
    b. F7
    c. F2
    d. F1

15. If the **BIOS** detects an error in a connected device during startup, what does it do?
    a. Turn off the computer automatically.
    b. Play a pleasant startup melody.
    c. Ignore the error and proceed to load the operating system.
    d. Beep again and display error messages describing the problem.

Question 2 [10 Marks]

Matching the correct answer:

1. The "Follow Up" feature in Outlook allows you to _____.	the main recipient of the email
2. "Bcc" field in an email is _____.	used for recipients who won't see any other recipients
3. If you want to attach a file to an email you should _____.	"Home" tab, "New" group, select "New Contact"
4. The username of the e-mail address **Student@imco.edu.om** is _____.	Forward
5. If you need to sign into your email to start using Outlook, you should _____.	high importance
6. You can create a new contact in the outlook by clicking _____.	click "Insert" and select "Attachment."
7. You can re-send an e-mail message by clicking on _____.	student
8. The presence of the symbol "▯" signifies in Outlook to _____.	enter your username and password
9. The Carbon Copy (Cc) in the Outlook means _____.	sets a reminder for emails and is used for categorization
10. The "To" field in an email message represents _____.	determine recipients who need to be informed
	Reply all

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.	Page Mod2- 350	Knowledge
2.	Page Mod2- 357	Knowledge
3.	Page Mod2- 357	Comprehension
4.	Page Mod2- 260	Knowledge
5.	Page Mod2- 260	Comprehension
6.	Page Mod2- 265	Comprehension
7.	Page Mod2- 260	Comprehension
8.	Page Mod2- 260	Comprehension
9.	Page Mod2- 265	Application
10.	Page Mod2- 270	Application
11.	Page Mod2- 270	Application
12.	Page Mod2- 275	Knowledge
13.	Page Mod2- 275	Evaluation
14.	Page Mod2- 278	Knowledge
15.	Page Mod2- 280	Knowledge
16.	Page Mod2- 285	Comprehension