

ACADEMIC YEAR 2023 – 2024

Program	Term	Semester	Paper
FOUNDATION	2	1	MAIN
MODULE NAME:	INFORMATION TECHNOLOGY-II		
MODULE CODE:	FCOM002	EXAM DATE:	5/2/2024
TEACHER'S NAME:	Mitha AL-khazimi	DURATION:	2 hrs.

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:		10
STUDENT ID:		
CLASS:		40

Number of answer scripts:

Invigilator:

Student's signature:

Time of receipt:

Question 1

[12 Marks]

Download the file [FCOM002.docx](#) from Moodle onto your desktop and do the following tasks:

1. Open the file [FCOM002.docx](#).
2. Change the **Text format** for the whole file as given below:
 - Font Type Name: **Times New Roman**
 - Font size: **12**
 - Colour: **Black**
 - Set **Bold, Italic**
 - Set to **Justify**
 - Alignment: **Centre**
 - Line spacing: **2.0**
 - Set the **Normal Margins**
 - Insert "**Technology around the world**" in the header
 - Insert "**date, time, and page number**" in the footer
 - Insert the comment "**technological journey**"
 - Change Case: **Capitalize each word** for the **Title**
 - Search for the word '**Technology**' and replace it with '**Modern Technologies**'

Question 2

[6 Marks]

Insert a picture related to Technology to the right side of the above paragraph.

- **Crop** a small part of the picture
- Set the picture's **height to 1.43 and wight 7.06 pt**
- Set the **Brightness to - 40%** and the **Contrast to - 40%**
- Set picture Style: **Drope Shadows Rectangle.**
- Set picture border: **weight 3pt**
- Apply **full reflection** effect to the picture: **4 point offset**
- Add custom **watermark Technology** to the page

Question 3

[12 Marks]

1. Insert a table with 5 columns and 5 rows, and enter the data as shown below.

YEAR	GDP (IN TRILLIONS)	INFLATION (IN%)	UNEMPLOYMENT (IN%)	INTEREST RATE (IN%)
2020	21.439	2.6	6.2	0.25
2021	22.123	1.8	5.5	0.50
2022	23.011	2.1	4.8	0.75
2023	24.005	2.3	4.1	0.90

(Pratap, 2021)

1. The font type and size of the heading must be **Times New Roman and 16**.
2. The font type and size of the text must be **Times New Roman and 12**.
3. In the table, all text must be aligned to the **center**.
4. Change the **text direction** to the customer "Year" to be **vertical**.
5. Apply the following **Borders** option to the first row:

- **Setting:** all
- **Style:** treble line
- **Color:** dark red
- **Width:** 1 ½ pt



Question 4

[10 Marks]

- Insert from SmartArt **Basic Cycle** graphic.
- Insert the following text in clockwise order **PC1, PC2, PC3, PC4**.
- Change the SmartArt Layout to **Block Cycle**.
- Change the colors of the SmartArt to **colorful Range - Accent colors 4 to 5**.
- Change the Smart Art Style to **Intense Effect**.
- Use **Screen shot** to insert **Google Chrome Icon** inside SmartArt.
- Insert beside Google chrome icon **WordArt** of any style and type **GOOGLE CHROME**.
- Use **hyperlink** to connect the Google Icon image to the web site www.google.com.

Reference:

Morrison, C., Pusins, D. and Ruffolo, L. (2015). *Computer Literacy Basics: A Comprehensive Guide to IC3*. 5th edn. Stanford: 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