ACADEMIC YEAR 2023 - 2024

Program	Year	Semester	Paper
LTM	**1**	**1**	**MID-TERM**

MODULE NAME:	**IT Foundations**		
MODULE CODE:	**PIT I.I**	**EXAM DATE:**	**7.11.2023**
INSTRUCTOR's NAME:	**Ahlam Mohammad Al Balushi**	**DURATION:**	**90 MINS.**

Questions to be answered on:	**Allowed tools:**	**Number of pages**
✔ Space provided on the question paper	Pen & Computer	(Incl. cover page): **3**

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 should be written **in English.**
- Write all the answers in **blue or black pen only.**
- Use the **pencil** only for **diagrams & graphs.**
- Show all the calculation steps in the given space.
- When finished submit the question paper, together with the answer scripts and the signed cover page to the invigilator.
- Any cheating/copying may result in an instant failing of the examination.

FINAL MARKS

STUDENT NAME:

STUDENT ID:

	25
	10

Number of answer scripts:…….……………

Student's signature: ……………………….

Invigilator:……………….……………….

Time of receipt:……………………....

By the end of this assessment, the student will be able to:

- Create a table of contents, footnotes, and header and footer designs.
- Create, update, and delete indexes, bookmarks, links, and comments on documents.
- Apply citations and references in a range of formats.
- Use pivot tables and advanced MS Excel functions to analyze different scenarios in spreadsheets.

INSTRUCTIONS

Question 1:   **[15 Marks]**

1. Download the **Midterm File 1** from your Moodle course.
2. The following layout and formatting guidelines should be considered:

   a. The text in paragraphs should be in Times New Roman font, black color, justified alignment, and a font size of 12. There should be 1.5-line spacing between paragraphs.   (2 marks)

   b. In the header, the first page should include your college logo. For the subsequent pages, create a different header that comprises your name, the course code, and the date.   (2 marks)

   c. In the footer, the first page should contain "Year23-24" in the middle of the page. For the remaining pages, footer should contain page numbers, should starting from 1.   (2 marks)

3. Inset a table of contents and consider the following instructions:

   a. Heading 1 should be modified to Times New Roman with 22-font size, bold and dark blue color.   (1 mark)

   b. Heading 2 should be modified to Times New Roman with 16-font size, bold, italic, and dark blue color.   (1 mark)

   c. Heading 3 should be modified to Times New Roman with 14-font size, double underline, bold, and dark blue color.   (1 mark)

   d. Apply Heading 1 to the title and table of contents, Heading 2 to subheading and Heading 3 to every sub-subheading.   (1.5 marks)

4. In the second paragraph of the report, write the following comment: "The report provides a comprehensive overview of the topic, offering a clear and structured presentation. However, the research gap is unclear."   (1 mark)

5. Cite and reference the journal paper available in Moodel.   (2 marks)

6. Insert an index at the end of the document. This index should reference terms or keywords found within the document.

   - Choose at least five terms or keywords from the document and add corresponding page references in the index.   (1.5 marks)

Question 2: **[10 Marks]**

1. Download 'Workbork-1' from your Moodle course.

	A	B	C	D	E
1	Item	Month	Year	Expenses	Budget
2	Car Fuel	July	2022	OMR 45	OMR 50
3	Electricity	July	2022	OMR 100	OMR 120
4	Internet	July	2022	OMR 30	OMR 30
5	Grocery	July	2022	OMR 400	OMR 500
6	House Rent	July	2022	OMR 280	OMR 300
7	Car Fuel	August	2022	OMR 50	OMR 50
8	Electricity	August	2022	OMR 110	OMR 120
9	Internet	August	2022	OMR 25	OMR 30
10	Grocery	August	2022	OMR 470	OMR 500
11	House Rent	August	2022	OMR 280	OMR 300
12	Car Fuel	September	2022	OMR 40	OMR 50
13	Electricity	September	2022	OMR 110	OMR 120
14	Internet	September	2022	OMR 30	OMR 30
15	Grocery	September	2022	OMR 450	OMR 500
16	House Rent	September	2022	OMR 280	OMR 300
17	Car Fuel	October	2022	OMR 43	OMR 50
18	Electricity	October	2022	OMR 100	OMR 120
19	Internet	October	2022	OMR 30	OMR 30
20	Grocery	October	2022	OMR 460	OMR 500
21	House Rent	October	2022	OMR 280	OMR 300
22					

2. Insert a new column after Column E, and label it "Balance."   (1 mark)
3. Use an Excel formula to determine the remaining amount of each item.   (1.5 marks)
4. Insert a pivot table into a new sheet and name the sheet Pivot-1.   (1 mark)
5. Create a pivot table with rows and values for items, expenses, and budgets.   (2 marks)

6. Insert a slicer to filter the pivot table by month.   (1.5 marks)

7. Create a column chart for the pivot table with appropriate labels and axes for graphical representation of the given data.   (3 marks)