



UNIVERSITY COLLEGE TATI (UCTATI)

FINAL EXAMINATION QUESTION BOOKLET

COURSE CODE	: DTG 1013
COURSE	: COMPUTER APPLICATION IN TECHNOLOGY MANAGEMENT
SEMESTER/SESSION	: 1-2023/2024
DURATION	: 3 HOURS

Instructions:

1. This booklet contains 5 questions consists of theory and practical questions. Answer **ALL** questions.
2. All answers should be written in the answer booklet provided.
3. All practical answers are to be saved in folder at the desktop of computer provided. Naming the folder by your matric number.
4. Write legibly and draw sketches wherever required.
5. If in doubt, raise your hands and ask the invigilator.

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO
THIS BOOKLET CONTAINS 6 PRINTED PAGES INCLUDING COVER PAGE

QUESTION 1

- a) Define computer. (2 marks)
- b) Explain **THREE (3)** advantages and **THREE (3)** disadvantages of using computers. (12 marks)
- c) Illustrate **THREE (3)** steps in printing a publication. (6 marks)
- d) Demonstrate **FOUR (4)** steps in choosing the templates in MS Publisher. (4 marks)
- e) Determine the feature of Design Checker in MS Publisher and give **FOUR (4)** examples of check types in Design Checker. (5 marks)

QUESTION 2

- a) Differentiate **TWO (2)** basic views when you work in a table in MS Access. (4 marks)
- b) Show **FOUR (4)** steps to print a presentation in MS Power Point. (4 marks)
- c) List **SIX (6)** types of formatting button in spreadsheet. (6 marks)
- d) Explain **FOUR (4)** major areas in MS Access. (8 marks)

QUESTION 3

- a) Define database. (1 mark)
- b) Identify primary key. (1 mark)

c) Bayu Travel & Tours is one of the new companies that have been set up in Kemaman, Terengganu which served tourism package including the hajj and umrah for the government sector. Recently, that company has received one invitation from government sector to present the price quotation for hajj and umrah package. So, as the worker of Bayu Travel & Tours who is IT literate, you are given the responsible to create a **creative presentation slides** by using MS PowerPoint for the company due to the job that the company got. In the presentation, you need to include:

- i. The title of the presentation (1 mark)
- ii. Introduction of the company (2 marks)
- iii. The package offered by the company including price quotation (2 marks)
- iv. Conclusion of the presentation (2 marks)

Additional features for extra marks:

- i. Transitions of slides (1 mark)
- ii. Animation of the picture/text (1 mark)
- iii. Insert pictures/clip art (1 mark)

QUESTION 4

Dear student:

As part of monitoring the number of UCTATI's graduates each semester, your DTG1013 lecturer is asking you to modify this an document to show the number of gradutes each each semester during this academic year. It is crucial that you separate the name of each semester from the number of graduates by using leading tap stop as described in the instructions of this lab.

Fall 4,132 students

Spring 2,434 students

Summer 225 students

We appreciate you helping us achieve exceclence in educatio

Rosliza Ramli

Deputy Rector, Academic And Internationalisation.

University College TATI

Figure 1: Sample of Text

- a) As the clerk of HR department in University College TATI, you have been given a document by your leader to be edited. The items that you need to do are as below:
- i. Type the contents of letter that provide to you as in Figure 1. (1 mark)
 - ii. Save it as **your matric number.docx** (e.g.: **10B04016.docx**). (1 mark)
 - iii. Check **Spelling & Grammar**; correct any spelling or grammar mistakes. (1 mark)
 - iv. Insert a **hyperlink** to the last line, University College TATI; the address of the hyperlink is <http://www.uctati.edu.my> (1 mark)
 - v. Change the **font** within the document to **14 pt. Arial** (1 mark)
 - vi. Change the **spacing** in the document to **1.5 Line Spacing** (1 mark)
 - vii. Align the first paragraph using **Justify** (1 mark)
 - viii. **Highlight** the range from **Fall 4,132 students** to **Summer 225 students**. (1 mark)
 - ix. Setup two tab stops using the **Paragraph launcher dialog**
 - 1. set a left tab at 1" (1 mark)
 - 2. set a right tab at 4" with dashed leaders (3—) (1 mark)
 - x. Place the insertion point in front of the text "**Fall**" and click the **Tab** key once; repeat this for **Spring** and **Summer**. (1 mark)
 - xi. Position the Insertion Point in front of "**4,132 students**," after the word "**Fall**," then press the **Tab** key then repeat **#x** for the numbers after **Spring** and **Summer**. (1 mark)
 - xii. **Insert** the UCTATI logo in the **Header** of the document; center the logo. (2 marks)
 - xiii. **Type** your name in the document's **Footer**. (1 mark)
- b) Define the meaning of color of lines (**red, blue and green**) that sometimes appear in the sentences in MS Word. (3 marks)
- c) List **FOUR (4)** types of styles in MS Word. (4 marks)

QUESTION 5

The Pastel College final exam is just around the corner so that all marks including tests, quizzes and assignments must be key in into the system. As one of the lecturer in Pelita College, you need to **create a report** of Student's Grade by using MS Excel as per below. You need to save your work by name it with **your matric number.xlsx (eg:19B14015.xlsx)**.

a) The report must include the field of:

- | | |
|----------------------------|-----------|
| 1. Name of 10 students | (1 mark) |
| 2. Students' Matric Number | (1 mark) |
| 3. Quiz (10%) | (2 marks) |
| 4. Test (20%) | (2 marks) |
| 5. Assignment (30%) | (2 marks) |
| 6. Carry marks (60%) | (2 marks) |

No.	Name	Matric Number	Quiz 1	Quiz 2	Total Quiz	Test 1	Test 2	Test 3	Total Test	Assignment 1	Assignment 2	Total Assignment	Carry Marks
1	Zuhairah binti Kassim	19A3D4001	7	6	6.5	18	25	23	16.66	20	10	22.5	45.66
2	Abdul Mujib bin Anuar	19A3D4002	5	9	7	15	20	28	15.09	15	17	24	46.09

Figure 2: Example of Marks Calculation

- b) After complete the report, you need to prepare **TWO (2)** types of chart:
- i. **Create a bar chart** for name of students per Carry Marks and move your chart to different sheet. Rename your sheet as '**Class Result**'. (2 marks)
 - ii. **Create a pie chart** for the total marks of quizzes, tests and assignments for the highest carry marks scorer then move the chart also to the different sheets then rename the sheet as "**Marks for Assessments**". (2 marks)
- c) Completion of the report. (1 mark)

----- END OF QUESTIONS -----