



Centre for Preparatory Studies (CPS)

Computer No. _____

IT Unit

IT Level 1 (FPT 101A)

Mock Final Exam: IT Practical Exam

| | | | | | | | | |
|--------------|--|--|--|--|--|--|--|------------------|
| Student Name | | | | | | | | |
| Student ID | | | | | | | | Date: |
| Section | | | | | | | | Duration: 1 hour |

General Instructions

- Place your DU ID card on your desk throughout the examination period.
- Read the task instructions carefully.
- Use only a blue or black pen. (Pencil is allowed only for writing tasks)
- Not allowed to use programmable calculators and/or smart-watches/phones or any other smart devices inside the exam hall.
- Must abide by DU's Academic Integrity Policy (AIP)- Policy No. DU-AC-007



Dhofar University's Academic Integrity Policy (AIP) is intended to foster hard work, honesty, and responsibility. It strictly prohibits all forms of academic misconduct, including cheating and collusion, plagiarism, and impersonation. By signing below, I agree to abide by the AIP.

تهدف سياسة النزاهة الأكاديمية بجامعة ظفار إلى تعزيز العمل الجاد والأمانة والمسؤولية و تحظر تمامًا جميع الأشكال التي تخالف النزاهة الأكاديمية، بما في ذلك الغش والتواطؤ والسرقة الأدبية والانتحال. بالتوقيع أدناه ، أوافق على الالتزام بسياسة النزاهة الأكاديمية.

Signature of the student _____

| Practical | | |
|--------------|--|-----------|
| Section 1 | | 5 |
| Section 2 | | 15 |
| Section 3 | | 10 |
| Total | | 30 |

| | |
|------------------------------|------------------------------|
| Marked by: _____ | Moderated/ Checked by: _____ |
| Signature: _____ Date: _____ | Signature: _____ Date: _____ |

Section 1: Type the passage and save the file**5 marks**

- Create a new **Microsoft Word** document with your **name** and **id** on the desktop. Open and **type** the following and **save**:

Fifth-generation technology

5G is the fifth-generation technology standard for broadband cellular networks, which cellular phone companies began deploying worldwide in 2019, and is the planned successor to the 4G networks which provide connectivity to most current cellphones①. 5G networks❖ are predicted to have more than 1.7 billion subscribers worldwide by 2025. Like its predecessors, **5G networks are cellular networks**, in which the service area is divided into **small geographical areas** called **cells**.

5G uses both digital and analog beamforming to improve the system's capacity. One benefit of the transition to 5G is the convergence of multiple networking functions to achieve cost, and power. 5G cell types are:

- Pico cell
- Micro cell
- Metro cell
- Wi-Fi

Section 2: Word Features**15 marks**

Apply the following to the above passage in the document:

Each question carries one mark

1. **Copy** the bulleted lines and **paste** it into page 2.
2. **Highlight** first paragraph with green color on page 1.
3. **Change** the **Case** of the title to **capitalize each word** on page 1.
4. Change the **line spacing** of the second paragraph to **1.5** on page 1.
5. Insert a **Drop cap** – dropped for the **first letter** of the first paragraph on page 1.
6. Insert the **Date and Time** at the end of the document on page 2.
7. Change all the bulleted lines to **Numbered List** - 1), 2), 3) format on page 2.
8. Type $N_A = 6.022 \times 10^{23} \text{ mol}^{-1}$ at the end of page 2.
9. Add a **custom watermark** and type "Final Exam".
10. Add a **Page border – Art** to the document.

Each question carries two marks

1. Change the alignment of the title to the **Center** and apply any **text effect** to the title on page 1.
2. In Page 1, apply **outside border** for the second paragraph and **shade** with blue color.
3. Insert two **shapes** from **stars and banners** on page 2 and **format** the two shapes with **shape effect** glow.
4. Insert a **Word Art** and type “Technology” and a **screenshot** of the desktop on page 2.
5. Insert **Header** - Austin and type “Final Exam” and insert **Footer** - Integral and type your name.
6. Add a two-line, red **page border** to the document and add a **custom watermark** and type your name.

Section 3: Insert table and Format **10 marks**

Insert the following Table in page 3 and type the following: **5 Marks**

| Analysis Report | | | |
|------------------------|--------------|---------------|---------------|
| | Items | Y-2021 | Y-2023 |
| QTR1 | Hardware | 15.5 | 12.0 |
| | Software | 41.3 | 45.5 |
| | Others | 24.5 | 22.5 |
| | Total | | |
| | | | |

Format the table: **5 X 1 = 5 Marks**

1. Align all the cells to the **Center**.
2. Insert a **new row** before Total.
3. Apply double line **all borders** to the table.
4. Give different **shades** to each column.
5. Calculate the total for **Y-2021** and **Y-2023** using **formulas**.

Note: Save and upload your word document to Moodle.