Dhofar University

Centre for Preparatory Studies (CPS)

IT Unit

IT Level 1 (FPT 101A)

Mock Midterm: 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 والإنتحال. بالتوقيع أدناه ، أوافق على الالتزام بسياسة النزاهة الأكاديمية.

Signature of the student _____

Practical		
Question 1		5
Question 2		10
Total		**15**

Marked by: _____

Signature: _____ Date: _____

Moderated/ Checked by: _____

Signature: _____ Date: _____

QUESTION 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**:

Internet Telephony

Internet Telephony refers to the communication technology that allows one to make telephone calls via the Internet. This technology makes use of the Internet as the transmission medium for both voice and video calls. Internet telephony has been known for quite a few years now, but it has become popular only recently due to enhanced reliability and much greater speeds of Internet connections.

Internet telephony facilitates both **audio and video communications** through the Internet, along with other services such as **fax▤, SMS⊠,** and **voice messaging**. Video calling is possible from one computer to another. Now, it is possible on smartphones too. Internet telephony offers many advantages:

- ▪ Full scalability and flexibility
- ▪ Lower costs
- ▪ Seamless accessibility and portability
- ▪ Excellent voice quality

QUESTION 2: Format and Insert   10 marks

Apply the following to the above passage in the document:

1. **Copy** the first and second paragraphs and **paste** it into page 2.
2. Change the **font color** of the title to green on page 1.
3. Double Underline the **title** with blue color and make it center on page 1.
4. In page 1, **Highlight** first paragraph with yellow color.
5. In Page 1, apply **outside border** for the second paragraph.
6. Change the alignment of the first paragraph to **Justify** on page 2.
7. Change the case of the second paragraph to **Capitalize Each Word** on page 2.
8. Change the **line spacing** of the first paragraph to 2.0 on page 2.

9. Copy all the **bulleted lines** from page 1 and paste it into page 3.

10. In page 3, Change all the **bulleted lines** to Numbered List (1., 2., 3….) format.

11. Type $a^2 + b^2 = c^2$ and $C_6H_{12}O_6$ at the end of page 1.

12. Insert a **WordArt** and type "Application Programs" on page 2.

13. Insert a **Screenshot** of the desktop on page 2.

14. Insert a **Drop Cap – Dropped** for the first letter of the first paragraph on page 1.

15. Insert the **Date and Time** at the end of the document on page 2.

16. Insert two **shapes** from "Callouts" on page 2 and **Format** the above two shapes with any shape style.

17. Insert process **SmartArt graphic** – Staggered Process on page 2, and type One, Two, Three, Four, and Change colors.

18. Insert **Header** – Banded, type "Final Exam" and insert **Footer** – Retrospect.

19. Insert the following **Symbols** using Font- Algerian and Subset- Mathematical Operators on page 2: $\sum \infty \geq \lozenge$

20. Insert two **shapes** from **stars and banners** o page 2 and **format** the two shapes with **shape effect** glow.

Note: Save and upload your word document to Moodle.