Sultan Qaboos University

Department of Math and IT

Center for Preparatory Studies

Sample Test (FPCS0101-Basic Computing Skills)

Chapter1: Computer Fundamentals

1. Personal computers use a number of chips mounted on a main circuit board, what is the common name for such boards?
   a. Daughter board
   b. Breadboard
   c. Father board
   d. Motherboard

2. CPU stands for?
   a. Central Progress Unit
   b. Central Performance Unit
   c. Central Processing Unit
   d. Common Processing Unit

3. For health and safety, you shouldn't bend your neck to see the screen.
   a. False
   b. True

4. Computer keyboard can be classified as _____ device.
   a. Output
   b. Storage
   c. Input
   d. Memory

5. The brain of any computer system is:

   a. ALU
   b. CPU
   c. Memory
   d. Control unit

Chapter2: Basic Computer Operations and File Management using Windows10

Instruction: Use the folder GCC to answer the following questions:

1. A folder created for each user account on windows 10 computer, labeled with the account holder's name and that contains subfolder in the _____ folder.

   a. Pictures
   b. Contacts

    c. Personal Folder

    d. Videos

2. How many folders are there inside the folder UAE?

    a. 5

    b. 3

    c. 4

    d. 2

3. Save the file *attraction.png* as *beauty.jpg* inside the folder UAE, what is the file size of "*beauty.jpg*"?

    a. 168 KB

    b. 186 KB

    c. 121 KB

    d. 111 KB

4. Which of the following folder has text file 'ahlan'?

    a. UAE

    b. OMAN

    c. SAUDI

    d. BAHRAIN

5. Copy the picture file beauty.jpg and paste it at the end of 'pleasure.docx', save it in PDF format with same name and location, what is the size of PDF file?

    a. 220 KB

    b. 170 KB

    c. 320 KB

    d. 120 KB

Chapter3: Word Processing using Microsoft Word 2016

Open the file 'Word Working File.docx' to answer the following questions:

1. For the title of the topic (Sultan Qaboos University) the font is

    a. Comic Sans

    b. Times New Roman

    c. Broadway

    d. Arial

2. The watermark font applied in this file is:

    a. Calibri

    b. Times New Roman

    c. Arial

    d. Comic Sans

3. The picture dimensions in the first page is

    a. Height 5 inch Width 2.5 Inch

    b. Height 1 inch Width 1.5 Inch

    c. Height 3.4 inch Width 2.28 inch

    d. Height 3.4 cm Width 2.28 cm

4. The page border applied in this file is
   a. Box, Art
   b. Box, Single line
   c. Box, Double line
   d. 3-D triple line

5. In the second paragraph, the text effect applied is:
   a. Shadow - Perspective – Diagonal lower left.
   b. Glow – Blue 5
   c. No text effect applied
   d. Fill black text 1

6. In first paragraph, the font size is:
   a. 12
   b. 14
   c. 16
   d. 17

Chapter4: Spreadsheet using Microsoft Excel 2016

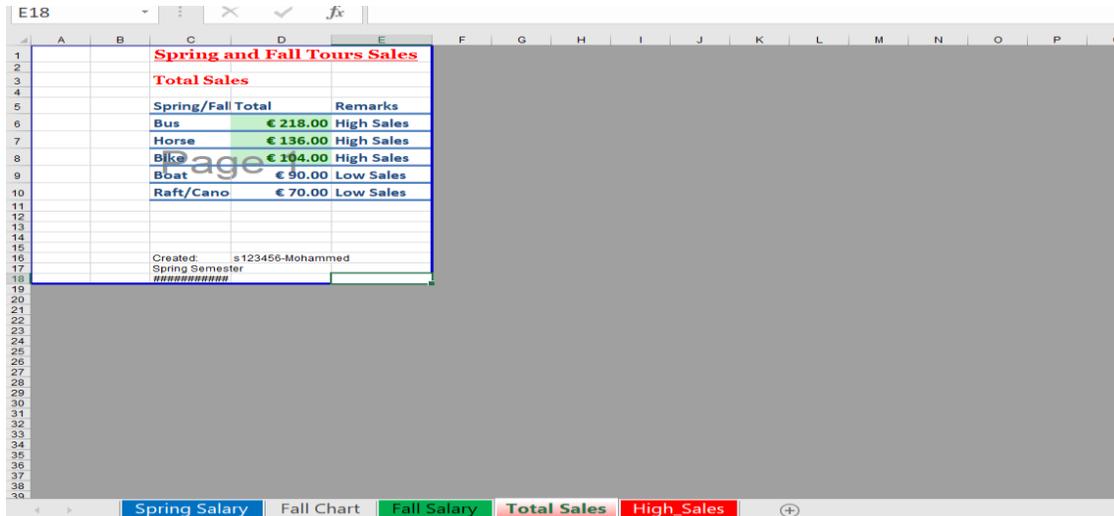Open the file "Excel Working File.xlsx" and answer the following questions:

1. In Spring Salary sheet, what type of text alignment applied on cell range A3:G3?

   a. Merge and center
   b. Center across selection
   c. Distributed
   d. Justified

2. In Fall Salary sheet, what type of text alignment applied on cell range A1:G1?

   a. Merge and center
   b. Center across selection
   c. Distributed
   d. Justified

3. In Total Sales sheet, which font applied in cell C1?

   a. Georgia
   b. Arial
   c. Tahoma
   d. Calibri

4. In High_Sales sheet, what type of sorting applied on cells D6:D8?

   a. Ascending
   b. Descending
   c. Both a and b
   d. None of the above

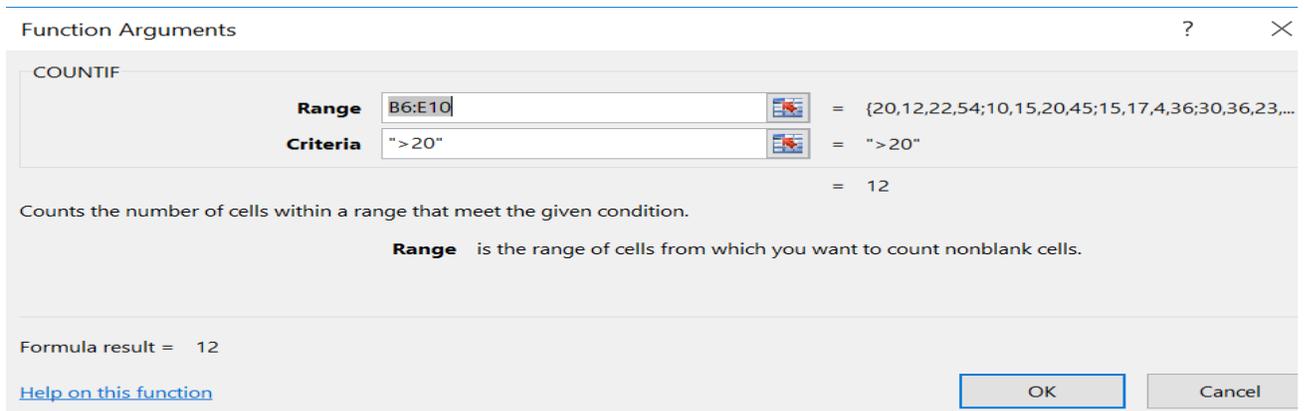5. Which of the following excel view applied in Screen shot as given below?

a. Page Layout
b. Page Break Preview
c. Custom View
d. Normal View

6. Identify the Chart layout applied on fall chart sheet?

a. Style 1
b. Style 2
c. Style 3
d. Style 4

7. In spring salary sheet, after applying the function COUNTIF as in the following screenshot, what will be the result of cell B12?

a. 15
b. 19
c. 20
d. 12

Chapter5: Presentations using Microsoft PowerPoint 2016

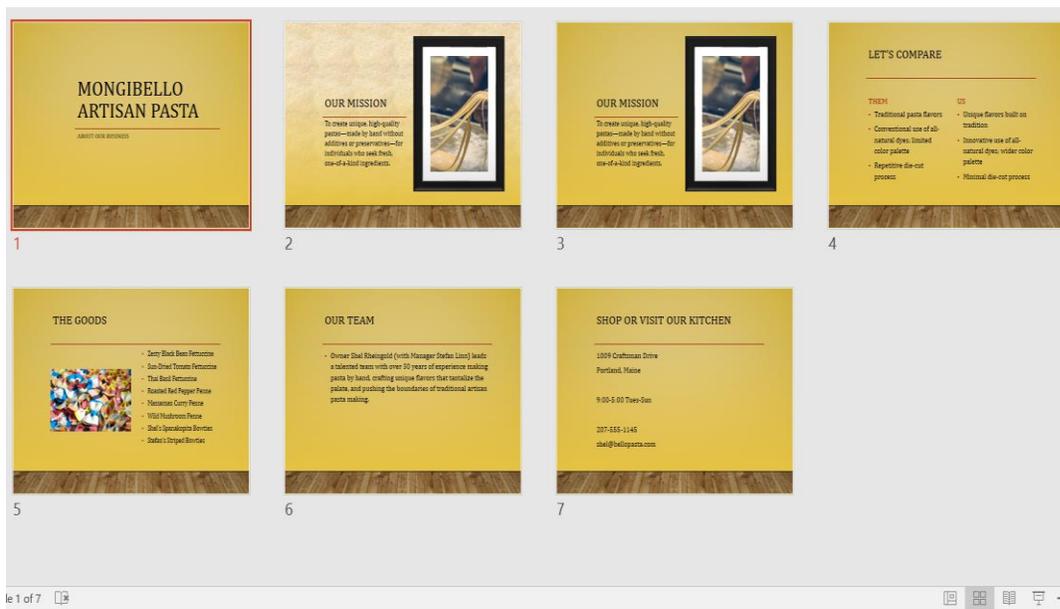Open the file 'PowerPoint Working File.pptx' and answer the following questions:

1. What is the slide size applied on this presentation file?

   a. On-screen show (4:3)
   b. On-screen show (16:9)
   c. On-screen show (16:10)
   d. On-screen show (10:16)

2. Identify the layout of slide5.

   a. Title only
   b. Title and content
   c. Title slide
   d. Two content

3. What type of PowerPoint view is selected in the below screenshot?

   a. Normal view
   b. Slide sorter view
   c. Outline view
   d. Reading View

4. In slide 2, one of the following slide background color has been applied.

   a. Texture fill Stationary
   b. Texture fill Newsprint
   c. Texture fill Parchment
   d. Texture fill Papyrus

5. Which of the following theme applied on all slides in the presentation?

    a. Organic
    b. Integral
    c. Gallery
    d. Feathered

Chapter6: Computer Networks and Internet

1. If you delete an email from the inbox, then it will go to:
    a. Trash
    b. Drafts
    c. Sent
    d. Spam

2. IP stands for:
    a. International platforms
    b. Internet protocol
    c. Intranet products
    d. Internetwork protocol

3. _____is a company that provides people access to the internet.
    a. HTTP
    b. HTML
    c. WWW
    d. ISP

4. _____ is a major benefit that allows all connected computers in a network to use the same printer:
    a. File sharing
    b. Software Sharing
    c. E-Learning
    d. Resource sharing

5. _____ is a software used to block unauthorized users from accessing computers connected to internet-enabled private network:
    a. Digital Certificates
    b. Decryption
    c. Firewall
    d. Encryption

6. _____ is a system of interlinked hypertext documents accessed via the internet:
    a. HTTP
    b. HTML
    c. URL
    d. WWW

7. Network that connects the computers within short span of area is called:
   a. LAN
   b. WAN
   c. CAN
   d. MAN

Best of Luck