



*In partnership with*

## GENERAL FOUNDATION PROGRAMME

# PLACEMENT TEST SAMPLE QUESTION PAPER

ACADEMIC YEAR 2018 – 2019

**ICT**

### Introductory remarks:

- Please answer all questions within the allocated time period of 60 minutes.
- Mark your correct answers on the extra sheet which is provided with the questions. No marks will be given for rough work, remarks or other contributions.
- Please leave all items on the desk at the end of the test.

## **PART 1. Multiple Choice. Answer all ten questions.**

Q1) Which one of the following is most likely to improve the performance of the computer?

- a) Increasing the number of applications running simultaneously
- b) Increasing the size of the computer monitor being used
- c) Increasing the amount of RAM
- d) Attaching a bigger printer

Q2) What is the best way to protect a computer against data loss?

- a) Lock the computer when it is not being used
- b) Change your password regularly
- c) Delete archive files each month
- d) Make regular backups of data to a removal storage device

Q3) Which key must first be pressed to activate the use of numbers on the keypad?

- a) Caps Lock
- b) Scroll Lock
- c) Key lock
- d) Num Lock

Q4) Which of the following is NOT a function of the Central Processing Unit?

- a) Executing program instructions
- b) Ensuring program instructions are executed in the correct sequence
- c) Sending e-mail
- d) Carrying out calculations

Q5) Which of the following is an operating system?

- a) Louts 123
- b) PowerPoint 2013
- c) Windows 8
- d) Google Chrome

Q6) Which of the following should be used when you want to add a slide to an existing presentation?

- a) File, add a new slide
- b) Insert, new slide
- c) File, open

d) File, new

Q7) Which of the following should you use if you want all the slides in the presentation to have the same look?

- a) The slide layout option
- b) The add a slide option
- c) Outline view
- d) A presentation design template

Q8) In Microsoft PowerPoint in order to see all the slides on one screen use?

- a) View, reading View
- b) View, normal View
- c) View, slide sorter
- d) View, slide show

Q9) Which command brings you to the first slide in your presentation?

- a) Next slide button
- b) Page up
- c) CTRL + Home
- d) CTRL + End

Q10) What happens if you select first and second slide and then click on New Slide button on toolbar?

- a) A new slide is inserted as first slide in presentation
- b) A new slide is inserted as second slide in presentation
- c) A new slide is inserted as third slide in presentation
- d) None of above

## **PART 2.**

# **Microsoft Word**

### **Answer all questions.**

Open Microsoft Word and type the paragraph below:

Microsoft Word Computer Training Manual

Microsoft Word Computer Training Manual is valuable for those who like to take full advantage of the powerful capabilities of Microsoft word. This 200-page manual has been the best-selling reference guide for training since 2000. Familiarity with windows-based desktop application is assumed prior programming experience is not required to use this manual.

1. Change the format for the Title: Font to Arial, Font Size 16, Bold, and Font Color.
2. Use Font Dialog box to apply double underline format to the word "not required" in the last sentence of the paragraph.
3. Use Change Case command to change the word "not required" to Uppercase
4. Text formatting: Arial font, size 11. Paragraph formatting: Align Justify, First Line Indent at 0.5"
5. Set the Left Margin to 1.5" and the Right Margin to 1".
6. Change the Page Orientation to Landscape.
7. Put a Footer in the document so that your name appears on the right-hand bottom of each page.
8. Insert page number in the bottom center.
9. Change the line-spacing of the document to 1½ line spacing throughout the document and
10. Save the document on exam folder in the desktop.

# Microsoft Excel

**Answer all questions.**

Mozart's music shop sold the amount of CD's shown in the table.

1. Type in the table below.
2. Calculate the total Sales for each month.
3. Find the highest sale (Max), the lowest sale (Min), and the average sale for each category.

Mozart's Music Shop				
Month	Classical	Rock	Jazz	Opera
Jan	1005	1340	450	300
Feb	950	1450	765	250
Mar	1100	2000	800	350
Apr	1025	1320	650	240
May	1230	976	590	290