FINAL EXAM
SECOND SEMESTER SESSION 2011/2012

COURSE CODE / NAME : STID1103 COMPUTER APPLICATION IN MANAGEMENT
DATE : 8 JUNE 2012 (FRIDAY)
TIME : 3.00 P.M. – 5.30 P.M. (2 ½ HOURS)
VENUE : DMS, TE, KYM, KTB, MKM

INSTRUCTION :
1. This exam paper contains HUNDREDS (100) multiple choice questions in TWENTY (20) printed pages, excluding the cover page.
2. Answer ALL QUESTIONS on the answer sheets provided (OMR).
3. You are NOT ALLOWED to remove the exam paper from the examination hall.

MATRIC NO : ___________________________________________ (with word)

IDENTIFICATION CARD NO. : _____________________________

LECTURER : ____________________________________________

GROUP : ___ TABLE NO. : ________________________________

DO NOT OPEN THIS EXAMINATION PAPER UNTIL INSTRUCTED

CONFIDENTIAL
INSTRUCTION: Read all questions carefully and shade their answers on the OMR sheet provided.

1. Among the benefits of Information and Communication Technology (ICT) is using the Internet to __________
   A. participate in electronic commerce
   B. conduct research collaboration between different nations
   C. share and exchange information
   D. All of the above

2. The Internet supports various aspects in our life, EXCEPT for __________
   A. collaboration
   B. discovery
   C. isolation
   D. communication

3. Before a computer can process data, where must data be stored?
   A. Random Access Memory (RAM)
   B. On a disk
   C. In the control unit
   D. On the monitor

4. The following is a function of software EXCEPT __________
   A. act as the ‘middle-man’ between human and data source storage
   B. create platforms & tools to use the data source
   C. manages and controls the computer’s activities
   D. manages computer system’s data sources

5. As computers evolved, they __________
   A. grew in size
   B. became faster
   C. consumed electricity
   D. became less reliable

6. When a bank clerk transfers money into your account, where is the actual transaction probably being processed and stored?
   A. A netbook
   B. A terminal
C. A mainframe
D. A web page

7. Which of the following statement is **TRUE**?

A. Microsoft Windows 95 features support of internet and multimedia and improved networking, security and corporate management capabilities.
B. Operating System (OS) for Macintosh computer used in high-end workstations and servers.
C. 4th generation programming language can be employed directly by end user or less skilled programmers to develop computer applications more rapidly than conventional programming languages.
D. A translator translates source code into machine code called object code.

8. The following statement is refer to the characteristics of windows operating system **EXCEPT** __________

A. based on graphical user interface (GUI)
B. require high memory and storage
C. support plug and play
D. do not support multitasking

9. Among the Internet application services are:

i. Email
ii. File transfer
iii. Telnet
iv. Internet Relay Chat (IRC)

A. i and ii only
B. i, ii and iii only
C. i, ii, iii and iv only
D. none of the above

10. ________refers to company that provides internet facilities.

A. Post Office Protocol (POP)
B. Simple Mail Transfer Protocol (SMTP)
C. Internet Service Provider (ISP)
D. Transmission Control Protocol (TCP)
11. Which of the following is the correct format for an email address?
   A. paul.trigg @ domain. org. uk
   B. paul.trigg@domain.org.uk
   C. paul.domain.uk
   D. paul.trigg.domain.uk.org

12. What is the purpose of Domain Name System (DNS)?
   A. computer addresses can be referenced by a name
   B. computer addresses can be referenced by numbers
   C. IP addresses can be shorter
   D. email is delivered faster

13. Top level domain of .mil is representing for ____________
   A. educational institution
   B. Internet infrastructure and service providers
   C. non-profit organizations
   D. None of the above

14. Which of these is NOT a search engine category?
   A. Lycos
   B. Hotbot
   C. Live search
   D. Mozilla Firefox

15. A word processor would most likely be used for ____________
   A. keeping an account of money spent
   B. doing a computer search in media center
   C. maintaining an inventory
   D. typing a biography

16. In MS Word, Portrait and Landscape functions are for adjusting _____
   A. Page Orientation
   B. Paper Size
   C. Page Layout
   D. All of the above
17. Which of the following is NOT a font style?

A. Bold
B. Italics
C. Regular
D. Superscript

18. To get to the ‘Symbol’ dialog box, click on the ______ menu and choose ‘Symbol’.

A. Insert
B. Format
C. Tools
D. Table

19. AutoCorrect was originally designed to replace _______ words as you type.

A. Short, repetitive
B. Grammatically incorrect
C. Misspelled
D. None of the above

20. In Microsoft Word 2007, we can click on ____________ icon to change all the selected text to UPPERCASE, lowercase or other common capitalization.

A. 
B. 
C. 
D. 

21. Word Wrap in word processor will __________

A. automatically wraps text as it is typed and moves existing text to the right
B. automatically wraps text over any text that already exists
C. automatically wraps text to the next line between right and left margins
D. automatically wraps text to the next text between top and bottom margins
22. Which from the followings is the **FALSE** statement regarding MS Excel 2007?
   A. Consists of column number and row letter
   B. A computerized ledger
   C. Cell – the intersection of a row and a column
   D. All of the above

23. The Cancel and Enter icons in MS Excel 2007 appear in the: ____________
   A. Title bar
   B. Formula bar
   C. Menu bar
   D. Sheet tabs

24. Clearing the contents in MS Excel 2007 by pressing “DELETE” key from a keyboard will clear ____________
   A. Text only
   B. Format only
   C. Content only
   D. Both Content and Format

25. You accidentally erased a record in the worksheet MS Excel 2007. What command can be used to restore it immediately?
   A. Insert
   B. Copy
   C. Undo
   D. Replace

26. The cell reference for cell range of G2 to M12 is ____________
   A. G2:M12
   B. G2;M12
   C. G2::M12
   D. G2-M12

27. What will happened if you select the Column G & H then using right click on mouse button, choose Insert, select Entire column and click OK?
   A. 2 Columns will be inserted after Column F
   B. 2 Columns will be inserted after Column G
   C. 2 Columns will be inserted after Column H
   D. 2 Columns will be inserted after Column I
28. Which of the following is correct?

A. $=\text{AVERAGE}(4, 5, 6, 7)$
B. $=\text{AVERAGE}(A1, B1, C1)$
C. $=\text{AVERAGE}(A1:A9, B1:B9)$
D. All of the above

29. Which of the following syntax is correct regarding SUM function in MS Excel?

A. $=\text{SUM}(A1,B1)$
B. $=\text{SUM}(A1:B9)$
C. $=\text{SUM}(A1:A9, B1:B9)$
D. All of the above

30. Which function is used to calculate depreciation, rates of return, future values and loan payment amounts?

A. Logical
B. Math & Trigonometry
C. Statistical
D. Financial

31. Which of the logical function below is used to test whether a certain condition in a spreadsheet is true or false?

A. COUNTIF
B. MAX
C. VLOOKUP
D. IF

32. What will be the formula in the C6 cell as shown in Table 1 if you want to copy it to the cells just below (C7:C9)?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>1</td>
<td>Currency conversion</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Canada</td>
<td>$1.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>England</td>
<td>2.36</td>
</tr>
<tr>
<td>7</td>
<td>USA</td>
<td>1.31</td>
</tr>
<tr>
<td>8</td>
<td>Euro</td>
<td>1.83</td>
</tr>
<tr>
<td>9</td>
<td>Japan</td>
<td>0.0121</td>
</tr>
</tbody>
</table>

**Table 1**
A. \=$\text{C3}/\text{B6}$
B. \=$\text{C}$\text{3}/\text{B6}$
C. \=$\text{C}/\text{B6}$
D. \=$\text{C}/\text{B6}$

33. Which statement of Charts and Graphs is **FALSE**?

A. Pie chart is used when to show the pieces that make it up
B. Charts are used to display series of textual data in a graphical format
C. Chart help it easier to understand large quantities of data
D. All statement above is CORRECT

34. What name is given to the box showing the colours and patterns assigned to a chart data series?

A. Chart area
B. Graph
C. Legend
D. Plot area

35. What type of chart and graph which is **NOT SUITABLE** to be used for showing five series of data each year for a period of twenty years?

A. Line
B. Column
C. Bar
D. Pie

36. Column charts have the following chart subtypes:

A. 100% stacked column and 100% stacked column in 3-D
B. 3-D column
C. Cylinder
D. All of the above
Question 37 and 38 refer to the Figure 1 below:

37. State the name of this chart.
   
   A. Pie chart  
   B. Radar chart  
   C. Bar chart  
   D. Line chart

38. Which part from a typical chart, do not appear in the above illustration?

   A. Legend  
   B. Gridlines  
   C. Horizontal axis title  
   D. Data series

39. In MS Excel, a Data Series is defined as __________

   A. a type of chart  
   B. a cell references  
   C. a collection of related data  
   D. a division of result

40. Which of the statement below is TRUE?

   A. Charts and graphs can be used to graphically represent data  
   B. Graphical representation of data is far more effective in conveying information than are tables of data  
   C. Excel 2007 has eleven basic types of charts and graphs with many subclassifications within each of the eleven types.  
   D. All of the above
41. Which chart type is the most appropriate to show the relationship between two variables?

A. Pie chart
B. Bar Chart
C. Scatter Plot
D. Stacked Bar

42. Consider using a pie chart when

A. you only have one data series that you want to plot
B. one of the values that you want to plot is negative
C. almost all of the values that you want to plot are zero values
D. you have one category only

43. Which of the following chart should be considered when the axis labels are long or the values that needs to be shown are duration?

A. Pie chart
B. Bar chart
C. Line chart
D. Area chart

44. Which of the following options is the correct sequence to create a Gantt chart?

i. Entering subtasks
ii. Determine milestone, critical path, date and resources
iii. Entering task name and determine the timeline
iv. Connecting tasks

A. i, ii, iii and iv
B. i, iii, ii and iv
C. iii, i, iv and ii
D. iii, i, ii and iv

45. What kind of a relationship is implied when completion of a successor is dependent on initiation of its predecessor?

A. Finish to Start (FS)
B. Finish to Finish (FF)
C. Start to Start (SS)
D. Start to Finish (SF)
Consider the following project network diagram (Figure 2) and answer question 46 and 47.

![Project Network Diagram]

**Figure 2**

46. Based on Figure 2, identify the critical path for completing the project.

A. A => C => F  
B. A => D  
C. B => E  
D. None of the answer

47. The estimated project completion time is ____________

A. 4 weeks  
B. 5 weeks  
C. 6 weeks  
D. 7 weeks

Question no. 48, 49 and 50 are based on the Figure 3 below:

![Gantt Chart]

**Figure 3**
48. When does the project start?
   A. 1 January
   B. 7 January
   C. 21 January
   D. 22 February

49. How long should you spend on activities for Generate concepts?
   A. 10 days
   B. 15 days
   C. 20 days
   D. 30 days

50. What is the date of the first milestone in this project?
   A. 7 January
   B. 19 January
   C. 21 January
   D. 22 February

51. An ideal package for editing and altering images is ____________
   A. Photoshop
   B. Paint
   C. Visio
   D. Publisher

52. Which of these statements is FALSE about bitmap image?
   A. The storage is small because just store computer drawing instruction.
   B. The process of resize make the image fuzzy and jaggies.
   C. Modification is level is higher depend on the depth of an image.
   D. Can view the actual image.

53. Which file format below is the BEST to save a full color photograph in?
   A. GIF
   B. BMP
   C. JPEG
   D. TXT
54. One example of graphic software uses to amend bitmap image is __________.
   A. Adobe Illustrator  
   B. MS paint  
   C. Micromedia Freehand  
   D. Autocad

55. Which of the statement below is NOT TRUE about the image resolution?
   A. Resolution determined by image dimension vertically and horizontally.
   B. It is often used for a pixel count in digital imaging
   C. Fewer pixels make image more clear.
   D. 24 bits per pixel can represent more than 16 million colors.

56. Paint programs produce _____ images, also known as raster images, which are made up of thousands of dots or pixels.
   A. bitmap  
   B. vector  
   C. clip art  
   D. multimedia

57. Vector images are ________
   A. composed of pixels.
   B. composed of thousands of dots.
   C. slightly more difficult to manipulate than other images.
   D. composed of objects such as lines, rectangles, and ovals.

58. An example of an interactive animation program for Web authoring is __________
   A. Dreamweaver  
   B. Photoshop  
   C. Illustrator  
   D. Flash

59. ______ are personal journal and web sites authored by individuals.
   A. Portals  
   B. Blogs  
   C. Wikis  
   D. Forums
60. WYSIWYG stands for ____________

A. white yellow shading intense white yellow green.
B. ways you see into Web yellow green.
C. what you see is what you get.
D. nothing – it’s the name of the program.

61. Creating a website is called ____________.

A. desktop publishing
B. web authoring
C. multimedia authoring
D. word processing

62. Interactivity in web document allows the user ____________

A. to choose the information to view
B. to control the pace and flow of information
C. to respond to items and receive feedback
D. all of the above

63. Which option below is the **CORRECT** order of general process for producing a Website?

A. Learn --> Plan --> Design --> Code --> Launch --> Maintain
B. Learn --> Plan --> Code --> Design --> Launch --> Maintain
C. Plan --> Learn --> Design --> Code --> Launch --> Maintain
D. Plan --> Learn --> Code --> Design --> Launch --> Maintain

64. Which information of web page element below cannot be seen, heard or interact by the end user?

A. Interactive text
B. MIDI formats
C. Buttons and forms
D. JavaScript

65. In writing HTML code, the `<TITLE> ... </TITLE>` tag must be within __________

A. Title
B. Form
C. Header
D. Body
66. What is the **CORRECT** syntax in HTML for creating a link on a webpage?

   A. `<LINK SRC= http://www.uum.edu.my>`
   B. `< A HREF = http://www.uum.edu.my>`
   C. `<BODY LINK = http://www.uum.edu.my>`
   D. `<A SRC = http://www.uum.edu.my>`

67. Which of the following is **NOT** a Web authoring program?

   A. Microsoft Expression
   B. Adobe Dreamweaver
   C. NetObjects Fusion
   D. Adobe Photoshop

68. Which statement is **NOT TRUE** about publishing your web?

   A. Publishing the Web means to place all the folders and files in the Web onto a Web server.
   B. The Web server serves up the website to visitors on the WWW.
   C. A user can upload your Web files to the server using telnet.
   D. A user can move the files to the server using FTP.

69. “Firefox”, “Safari” and “Opera” are examples of ________.

   A. Search Engines
   B. Web Browsers
   C. News groups
   D. None of the above

70. Click the ________ icon in the Animations group to open the Custom Animation task pane.

   A. Add Effect
   B. Custom Animation
   C. Insert Animation
   D. none of the above

71. A ________ is the movement you see when one slide changes to another in Slide Show view.

   A. Style
   B. Dissolve
   C. Bevel Effect
   D. Transition Effect
72. Animation tab consists of the following function EXCEPT ____________.
   A. Custom animation
   B. Transition Speed
   C. Transition Sound
   D. Transition State

For question no 73, 74 and 75, refer to the symbols used in MS Powerpoint in Table 1 below:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>ii</td>
<td>iii</td>
<td>iv</td>
</tr>
</tbody>
</table>

73. The followings are icons in Start Slide Show group under slide show tab EXCEPT for ____________.
   A. i and ii
   B. i and iii
   C. iv
   D. All of the above

74. ____________ is an icon to start the slide show from the current slide.
   A. i
   B. ii
   C. iii
   D. iv

75. Icon no. (iii) can ________________.
   A. create or play custom slide show
   B. only displays the slides you select
   C. enable you to have several different shows
   D. all of the above

76. In deciding the suitable presentation navigation, you can choose the following techniques, EXCEPT
   A. Selfplay
   B. Use Arrow Key
   C. Branching
   D. Title
77. Self-running presentations are a great way to communicate information without having to manually run a slide show presentation. Choose the best answer to describe it.

A. A self-running presentation restarts when it has finished.
B. It is a presentation to run unattended in a booth or kiosk at a trade show or convention, or send a CD with a self-running slide show to a client.
C. It sets the presentation to loop and do not restricts users from changing it.
D. A self-running presentation restarts when it has been idle on a manually advanced slide for longer than five minutes.

78. Which of the followings is NOT a valid PowerPoint Master?

A. Sorter Master
B. Slide Master
C. Handout Master
D. Title Master

79. In MS PowerPoint 2007, in which menu can you find Slide Design and Slide Layout features?

A. Insert Menu
B. Format Menu
C. Tools Menu
D. Slide Show Menu

80. In MS PowerPoint 2007, it is possible to delete a slide while in any of the following views EXCEPT ________.

A. slide view
B. slide Show view
C. slide Sorter view
D. normal view

81. Regardless of how you build a presentation, MS PowerPoint 2007 automatically creates the ________

A. normal view
B. slide sorter view
C. slide slide show view
D. all of the above
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82. Which PowerPoint view is best for manipulating the order of slides?
   A. Normal
   B. Outline
   C. Slide Sorter
   D. Slide Show

83. Which PowerPoint view is the best for editing the slide text?
   A. Normal
   B. Outline
   C. Slide Sorter
   D. Slide Show

84. What is the name of the green handle found above a selected object?
   A. Sizing
   B. Editing
   C. Formatting
   D. Rotating

85. Which of the followings are examples of a database?

   i. Student record system
   ii. A telephone directory
   iii. A box of old photographs
   iv. A personal diary

   A. i and ii
   B. ii and iii
   C. i, iii and iv
   D. i, ii and iv

86. Which of the followings is NOT a database application?
   A. dBase
   B. Excel
   C. Foxpro
   D. Access
87. Which of the following is NOT a logical database structure?

A. Chain  
B. Network  
C. Tree  
D. Relational

88. In MS Access 2007 datasheet, what does each column represent?

A. Record  
B. Field  
C. Database  
D. Table

89. In MS Access 2007 datasheet, what does each row represent?

A. Record  
B. Field  
C. Database  
D. Table

90. Which of the followings is the MOST suitable to be primary key?

A. house number  
B. staff number  
C. student name  
D. postcode

91. Which of the followings is NOT a valid data type for MS Access 2007?

A. Memo  
B. Picture  
C. Currency  
D. Autonumber

92. In MS Access 2007, the basic elements of a form or a report are a selection of

A. Controls  
B. Objects  
C. Windows  
D. Properties
93. Which data type is suitable for storing phone number in the following format “0125585000”?

A. Text  
B. Autonumber 
C. Number 
D. Currency

94. Which of the following statements are TRUE?

i. A table is made up of records 
ii. All records in a table need not necessarily have the same fields in them 
iii. Fields must contain specified types of data 
iv. A record is made up of fields 

A. i and ii  
B. i and iii 
C. ii, iii and iv  
D. i, iii and iv

95. Which of the following binary relationship types is suitable between entities “student” and “lecturer” e.g. in UUM environment?

A. 1 : 1  
B. 1 : M 
C. M : 1  
D. M : M

96. What is a Query By Example (QBE)?

A. A simple English-like statements., that allow users to specify data to display, print or store.  
B. Graphical that match user interface that assists users to retrieve records criteria entered in form fields 
C. Special keywords and rules included in SQL statements.  
D. Documentation of database components or items

97. Five main components involve in database environment are _______________.

A. Hardware, software, normalization, procedure and data dictionary  
B. Hardware, entity relationship model, people, prosedure and database 
C. Hardware, software, people, procedure and database  
D. Hardware, design, sistem user, prosedur and record
98. In MS Access, table in database can be created by using the following ways EXCEPT

A. Design View  
B. Using Wizard  
C. Entering Data  
D. Using Template

99. In MS Access, which of the following database object can be used if you need to mail the invoice to customers?

A. A form  
B. A Query  
C. A report  
D. A Table

100. In order to create an association between records in two tables, you should establish a

A. Query  
B. Relationship  
C. Primary key  
D. Foreign key

END OF QUESTIONS