نماذج الاختبارات الشهرية

تجميع :

نور الجفري & فاطمة عاشور

filling the following blanks with the appropriate words

1. **notebook comp** is a portable, personal computer often designed to fit on your lap.
2. **input** is any data and instructions entered into the memory of a computer.
3. The component of Computer Software **System S/W, and application S/W**
4. The Internet provides society with access to **global** information and instant **access**
5. An output device is any **hardware** component that **convers** information to one or more people
6. **Memory** consists of electronic components that store instructions waiting to be executed and data nee those instructions.

Solve only 3 of the following questions

2- Mentions a Categories of Computers? ✗

Desktop computer - Mobile computer as mobile device - game cosol embedded computer -

Q3- Over what communications can occur?

cables, cellular raido network, telephon line, satelites and other transmission media, or by communication device

Q4- What is the defrences between compact keyboard and standard keyboard?

1. standard keyboard: have from 101 to 105 keys. and it has function key on the top and nemric keybad on the right.

2. Compact keyboard: small than the standard key board
has less than the standard key board keys and it doesn't have nemric key bad or navigation keys.

Q5-Define and gaive an example of each of the following if found:

1. **Wireless**: Is connection without wires or any cables
   Example: Wifi / internet.

2. **Embedded computer**
   Special parouse computer it's function Is as one component of alarge broduct.

   Exmaple: The computer inside the cars.

3. **Pointing Devices**
   The devices are used to daing input.

   Example: the pen input.

1) __VoIP__ ------- enables users to speak to other users over the Internet.
2) __icon__ ------- is a miniature image that represents a program, an instruction, or some other object.
3) __P.developer__ is someone who develops software or writes the instructions that direct the computer t process data into information.
4) __CPU__ ------- is the electronic component that interprets and carries out the basic instructions that operate the computer.

17

Solve only 3 of the following questions

Q2- What is the deference's between compact keyboard and standard keyboard?

Compact Keyboard : whice Smaller than standared Keyboard duesnot consts numrik Key bad and

Standared Key board : have 101 to 105 Keys

Q3-What is the popular application software?

1- word Processing software
2- Presentation Software
3- datbase Software
4- ....software

Q4- What is information processing cycle?

~~His~~ ~~processor and~~

Input, output, and Processer, and Communication became Important item

and Computer store ~~data~~ instructions, and information for Fukur ute (ربح بيع)

data

Q5-Define and gaive an example of each of the following:

1. Embedded computer: GPS
   [A Social PruPosecomputer Function as one component in a large Product]

2. Pointing Devices: Mouse
   [selcte items and Icaus]

3. Software APPlication
   [a collection related instructions organqized For a common Purpose refire]

8.5 / 15

Student Name _____

Q1: True or False:

2 / 3

1. A folder can contain a group of documents and other folders. (T)
2. Windows have the ability to share one computer among multiple users. (F)
3. Touch Screens can be considered as input and output devices at the same time. (T)
4. You cannot move the taskbar from its default location at the bottom of the screen to any other edge of the screen. (X)
5. Kernel is the core of an operating system that manages memory and video. (T)
6. Most users today work with a command line interface. (X)

Q2: Fill in the blank:

3 / 4

1. According to the Family Safety, a user account can be a **child account** an **adult accou**
2. **Laptop** mobile devices is personal computer you can carry from place to place
3. Examples of software are **Windows** and **OS or DoS**
4. **Cloud** is a storage device which keeps information on servers on the internet.
5. There are two types of user interface: **Administrator** and **Guest**

Q3: Define each of the following:

3 / 3

1. Processor: who is process the data from input to output.
2. Display: It's a Screen can you watch and control the PC by it.
3. Mother Board: It's things include hardware, storage.

Q4: Computers can be used in different areas, write two of them and give examples:

0 / 1

1) Entertainment: Exm(listen to audio, watch videoclips
2) Education: Exm(educators and teaching
2) Mobile Devices: Laptob, notebook, mobile

Q5: When it is recommended to use cold boot?

0.5 / 1

1) when you want to short-on the computer
2) if the pc not responed or working
when it is powered off completely

Q1- Define and give an example of each of the following.

1. Networks is anational Teternetwork . and is a coltection of nets connected together and it has anourmou mount of information. for example: Yemen net.

2. A computer chip is apice of semi conducting material, ushuall. selicon, is integrated cuircils are etcheal. such as Processor chip.

3. WAN is a network

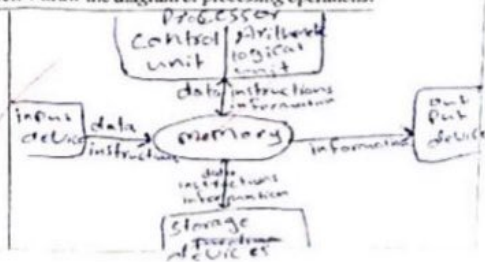Q2- filling the following blanks with the appropriate words

1. The bay is an opening inside the system unit in which you can install additional equipment.

2. Clock speacs measured by the number of ticks per second.

3. Kernel is the core of an operating system that manages memory and devices.

4. Access time affects how fast the computer processes data.

5. a Port the point at which a peripheral attaches to or communicates with a system unit.

Q3- What is the basic operations of a machine cycle ? draw the diagram of processing operations?

1. Fetching
2. Decoding
3. eycuting
4. Storing

Processor
Control unit | Arilturk logical unit
data instructions information

input device data/instruct → memory → information → output put device

data instructions information

storage devices

9.5

name: _____

group: ५

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1) Create a folder in disk (D) and name it with your name ,Then write the processor type for the computer *Intel (R) Coke. 7m i3-2100 c*

2) Change the My Documents folder icon to another icon .

3) What is the shortcut to the process of Move between windows
 # bottom Start + Trp

4) Open Word and write the following:

> The computer :
>   An electronic machine that is capable of receiving and
>   processing data into valuable information stored in
>   different storage media, and is often able to share these
>   results and information with other compatible devices.

1. Set the font size to 25
2. Make an bold
3. Make a title pattern and glow effect
4. Make a title highlight

1. Set the font size to 16
2. Make the font color yellow

Q. 1: Mention 2 reasons that businesses network their computers and devices together ?

اذكر سببين من الاسباب التي تدعو الشركات الى ربط أجهزة الكمبيوتر والأجهزة ببعضها ؟

1) shaving hardware

2) sharing data and informations.

④

Q. 2: Match the terms with their definitions : طابق المصطلحات مع تعريفها المناسب

A	B
Online social network	a collection (مجموعة) of related webpages, which are stored on a web server.
Search Engine	a website that encourages (يشجع) members in its online community to share their interests, ideas, stories, photos, music, and videos with other registered users.
VoIP	
FTP	users can transfer (ينقل) items to and from other computers on the Internet.
E-mail	software that finds (يبحث) websites, webpages, images, videos, news, maps, and other information related to a specific topic.
A website	enables (يمكن) users to speak to other users over the Internet.
	allows you to send (ارسال) messages to and receive (استلام) messages and files from other users via a computer network.

⑥

Q3 : من خلال برنامج الـ word أجب على الآتي:

1- اذكر اختصارات الاوامر التالية :

الامر	الاختصار
قص	Cntrol + X
إنشاء مستند جديد	Cntrol + N
فتح مستند موجود	Cntrol + O
نسخ	Cntrol + C
تراجع	Cntrol + Z
لصق	Cntrol + V

③

2- اذكر استخدامين لتبويب إدراج في شريط الاوامر :

١- ادراج جدول

٢- ادراج صور

✓ ②

بسم الله الرحمن الرحيم

الجمهورية اليمنية
جامعة حضرموت
كلية الحاسبات وتقنية المعلومات

كلية الحاسبات وتقنية المعلومات
College of Computing & Information Technology

Exam Date: 19/11/2019

Computer Skills
Midterm Exam 2 (B)

13.5

15

Student Name.

2
3

Q1: choose the correct answer:

1. In MS PowerPoint, you can insert audio and to make it continue to play in all slides, you should choose:
   - X A. Automatically
   - B. On Click
   - C. Play across slides
2. In MS Word, you can use .... to navigate through your document:
   - A. Zoom Control
   - ✓ B. Scroll Bar
   - C. Action Buttons
3. In .... The home tab contains the Number Group, which allows you to choose the format of your numbers.
   - A. PowerPoint
   - B. Word
   - ✓ C. Excel

4

Q2: Fill in the blank:

1. In MS Word, insert tab allows you to insert different types of elements such as: Pictures ... and .... / text.
2. MS Word offers you two types of orientations: horizontal .... and Virtical ....
3. In MS PowerPoint, the Slide Show ...... View shows your presentation in full screen. It can also be used to check any animations.
4. Power Point ...... allows you to insert videos.

2.5
3

Q3: Define each of the following:

1. Document Processing Program: It's use fo imitting a letters, memos and reports, and it can help in the future.
2. Worksheet (in Excel): is a single page in excel file.
3. Template (in Word): for structure and Alignment a predesigned farmrts.

3

Q4: What is the difference between SAVE and SAVE AS?

Save: when you create or edit file and you want to save in same location and same name.

Save as: when you copy or are editing file and you want to save in different location change the name.

2
2

Q5: Give two examples of the functions in Excel.

Sum / segma / count, number / Mix, min / Averge /

نماذج الامتحانات النهائية

تجميع :

نور الجفري & فاطمة عاشور

Second Semester Examination
Hadhramout University
Faculty of Computing

كلية الحاسبات وتقنية المعلومات
College of Computers & Information Technology

Subject: *Computer skills*

Specialization: IT+CS

Class: Third Level
Time: 2 hours

Examiner: Dr. Abeer Al-mohdar

Q1- filling with the apocopate words:

a. A computer's size, speed, processing power, and price determine the
   _____ .

b. A computer contains many electric, electronic, and mechanical components known
   as _____.

c. _____ buttons allow you to run an email application, run a
   browser, and search the web.

d. _____ any hardware component that conveys information to one or
   more people.

e. _____ is the number of horizontal and vertical pixels in a
   display.

Q2- define just tow in the following Terms:

   a) A **warm boot:**

   b) **The processor:**

   c) **A computer chip**

Q3- What are the basic operations Machine Cycle?

Q4- Draw the diagram that illustrates how other devices that are connected to the computer communicate with the processor to carry out a task?

Good Luck

Academic year: 2017/2018
Day and Date: Thursday-8/2/2018
Examiner: *Dr. Naziha Al-Aidroos + Mr. Saeed Alamodi*
Time allowed: 2

Exam Semester: *1st*
Level: First
Department: IT + CS
Subject: Introduction to computer Science and IT

الاجــابــة فــي نــفــس الــورقــة :

Question 1: choose the correct answer : اختر الاجابة الصحيحة **(10 marks)**

1. Which of the following is not an example of an output device?
   a. scanner   b. printer   c. mouse   d. speaker
2. Computers process data into ....
   a. input   b. information   c. output   d. instruction
3. .... is an Internet service that provides remote storage to computer users.
   a. Smart TV   b. Cloud storage   c. Solid-state drive (SSD)   d. Bluetooth
4. A computer that delivers requested webpages to your computer or mobile device is a .....
   ....
   a. all in one   b. web server   c. FTP device   d. hard drive
5. A .... is software that enables users with an Internet connection to access and view webpages on a computer or mobile device.
   a. search engine   b. digital media player   c. browser   d. wiki
6. ....is a set of programs that coordinates all the activities among computer or mobile device hardware.
   a. web   b. application   c. malware   d. operating system
7. A .... is a collection of computers and devices connected together.
   a. network   b. server   c. digital cameras   d. web
8. The .... is a worldwide collection of computer networks that connects millions of businesses, government agencies, educational institutions, and individuals.
   a. webpage   b. internet   c. link   d. memory
9. A .... is someone who develops programs and apps or writes the instructions that direct the computer or mobile device to process data into information.
   a. program   b. Word   c. developer   d. VOIP
10. Examples of wireless communications technologies include:
   a. Wi-Fi   b. Bluetooth   c. a+b   d. Cables

Question 2: give an example of the following: أعطي مثالا عن كل مما يلي **(5 marks)**
1. Search engine :
2. Mobile device:
3. Storage device :
4. Application software:
5. A wearable device:

Question 3: match A with correct answer in B:

(5 marks)

A	B	
.XLSX	A special-purpose computer that functions as a component in a larger product	1
Mobile computer	Enables users to speak to other users over the Internet	3
VOIP	A mobile device designed for single-player or multiplayer video games	4
Embedded computer	Tablet	5
A game console	Ms Excel File	6

Question 4: compare between the following: قارن بين مايلي بإختصار

(5 marks)

أمر حفظ (save)	أمر حفظ باسم (save as)
الامتداد docx.	الامتداد pptx.

Question 5: write the names of 5 components in the picture below:

اذكر اسماء 5 مكونات من الصورة التالية

(5 marks)
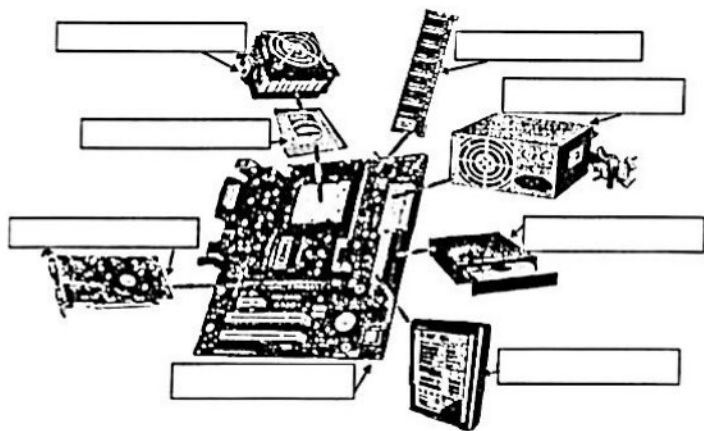
Question 6: write the formula of the next table: اكتب الصيغ الحسابية حسب المطلوب ادناه

A	B	C	D	E	F	G
م	اسم الموظف	الراتب	العلاوات	الخصميات	اجمالي الراتب	
1	احمد علي	123405	2900	1100	125205	
2	محمد سالم	132940			132940	
3	عبدالرحمن ناصر	142830	4200	1250	145780	
4	ناصر محمد	منقطع				
5	علي سعيد	134540		1630	132910	
6	سعيد محمد	منقطع				
	المجموع	533715	7100	3980	536835	

1. إيجاد عدد الموظفين المنقطعين: ....

2. إيجاد عدد الموظفين: ....

3. إيجاد أعلى راتب في العمود (الراتب): ....

4. إيجاد متوسط الرواتب: ....

5. عند تنفيذ الصيغة التالية: fx =COUNT(C2:F7) سيكون الناتج = ...

With our best wishes...

اختبار نهائي عملي

تجميع :

نور الجفري & فاطمة عاشور

STUDENT NAME:

Create a folder on desktop and name it as following: yourFirstName_yourLastName_groupNo

Q1: Answer the following questions:

1- Open new word document name it "your name" _____ (2 MARKS)
2- It contains of three pages, put (Draft) with your name on each page and change the color of the pages to light gray. (3 MARKS)
3- Put document protection on this document ,which is 123 _____ (2 MARKS)
4- Create new word document name it "IT level1", this document consists of 3 pages, an incorporated into the page 1 this head line((HADRAMOUT UNIVERSITY)).page 2 put((FACULTY OF COMPUTING & IT)), on the last page put a core table for two address. (3 MARKS)

Q2: -Open new excel workbook name it (your name)

1- Write the following table

Name	salary	Incentive	Total
x	50000	5000	
y	60000	6000	
z	40000	4000	

- Use sum function to find total for salary column. (5 MARKS)
- Use conditional formatting to make the figures cells incentive to which is greater than 4000 colored red, make the border to the (salary) column cells to green using the conditional formatting also. (5 MARKS)

2- Draw this table:

Name of student	MARK	Appreciation
ALI	95	
IMAN	64	
SAMY	40	

Using IF function place in the Appreciation so that it is (weak) if the mark is less than 50,(good) if it is equal to 64,(excellent) if it is larger than 90. (10 MARKS)

3:

A- Put 3 hours for three areas and change the calendar to Hijri take a screenshot for your desktop and save it inside a word press document. (5 MARKS)
B- Disable the firewall, take a screenshot for this operation and then restart the firewall (5MARKS)

T.Yasser al amoudi   Good Luck...

STUDENT NAME:

25

Create a folder on desktop and name it as following: **yourFirstName_yourLastName_groupNo**

Q1: Answer the following questions:

1- Excel files are : **(2 MARK)**
   A- Presentations
   B- Workbooks
   C- Documents

2- Unix : **(2 MARK)**
   A- Multitasking OS
   B- Single Task OS
   C- Multitasking & Single Task OS

Q2: -Open new excel workbook name it (your name)

- Write the following table   (start from A6 cell)

Name	salary	Incentive	Total
x	50000	5000	
y	60000	6000	
z	40000	4000	

- Use sum function to find total column. **(5 MARKS)**
- Use conditional formatting to make the figures cells incentive to which is greater than 4000- colored red. . **(5 MARKS)**
- Open new PowerPoint presentation name it (your name) where contains :
   Two slides, in first slide insert screenshot and make movements of the for the image, title (swing). **(5 MARKS)**

Q3:

A- Move the taskbar to the top of the screen and hide the taskbar when it is not active. **(3 MARKS)**
B- Open word document name it (your name)
   - Use ART to write word (office) in first page so that make them the size of line 30 and type of line (Arial). **(3 MARKS)**

Good Luck...

T.Yasser al-amoudi