



## FOUNDATION CERTIFICATE IN HIGHER EDUCATION

### DOC314 Digital Skills for Higher Education

#### ICT 2 - Final Practical Test

**Date:** 19<sup>th</sup> December 2022

**Time:** 10.00 am - 12.15 pm

**Duration:** 2 hours & 15 minutes

#### **INSTRUCTIONS TO CANDIDATES:**

1. **Login to LMS September DOC 314 page** and follow the instructions given by the registry and module contents.
2. Create a **folder** on your **desktop** with your **Student ID** (folder name) and save all the work in that folder.
3. Convert that folder into a ZIP file and **submit to the given link in the DOC314 module page in the IIT LMS** on or before Monday, 19<sup>th</sup> December at 12.15pm.
4. You will be allowed to upload your ZIP file ONCE.
5. You are strongly advised to upload your ZIP file at least 10 minutes before the submission deadline to avoid any technical issues.
6. If you do not submit your answer to the IIT LMS on time, then it will be considered as you have not submitted, and you will be awarded the Zero mark.
7. No email submissions will be accepted.
8. If you are unable to complete the exam successfully due to any valid reason (e.g. technical issue, etc.) you can follow the mitigation process and submit mitigation without any fail.
9. If needed, a sample of students will undergo a short viva examination to establish the authenticity of the work submitted, this will be organized by your module leader.
10. The Examination paper contains 5 pages including the cover page.
11. This examination paper consists of 3 Questions which account for 100 marks. You are required to answer all the questions.

### QUESTION 1 – BASED ON MICROSOFT EXCEL – 50 MARKS

(Only Excel format is accepted, other format submission for this question will be awarded 0 marks)

O14

01. Create a workbook and rename it as <Your Student ID>\_Q1” (1 mark)
02. Rename the worksheet as “Yearly Sales “and change the tab color to red (2 mark)
03. Create a table with data as shown as above. Apply the similar format to the Data sheet shown in the above image. (4 mark)
04. Change Row height and Column Width as follows (4 mark)
  - 1 & 2 Rows – 30
  - Other Rows – 15
  - Column Width – Auto fit
05. Format font as follows (4 mark)
  - “The Cake Paradise”  
Font – Aharoni  
Font Size – 26
  - Others  
Font - Arial Narrow  
Font Size – 12
06. Fill product code with auto fill (A8 to A13) (1mark)
07. Apply a suitable formular to calculate the quarterly average in cell H3, then copy the formula in other cells (H4:H13) (2 mark)
08. Add currency format for the cells D3:G13 with two decimal places and dollar symbols.’ (2 mark)

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## QUESTION 2- BASED ON MICROSOFT WORD- 25 MARKS

(Only **word format** is allowed for this question marking, if any other formats are submitted, you will be awarded 0 marks)

1. Design the following invoice using Microsoft word in 1 page. Use “Arial” as a font to design the below invoice. (22 mark)

2. You are required to set the page in A4 size. (1 mark)

3. Save your word document as <Your student ID>\_Q2 (2 marks)



# INVOICE

### Invoice to:

**Dwyane Clark**  
24 Dummy Street Area,  
Location, Lorem Ipsum,  
570xx59x

**Invoice#** 52148  
**Date** 01 / 02 / 2020

SL.	Item Description	Price	Qty.	Total
1	Lorem Ipsum Dolor	\$50.00	1	\$50.00
2	Pellentesque id neque ligula	\$20.00	3	\$60.00
3	Interdum et malesuada fames	\$10.00	2	\$20.00
4	Vivamus volutpat faucibus	\$90.00	1	\$90.00

Thank you for your business

**Sub Total:** \$220.00

**Tax:** 0.00%

### Terms & Conditions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce dignissim pretium consectetur.

**Total:** \$220.00

### Payment Info:

Account #: 1234 5678 9012  
A/C Name: Lorem Ipsum  
Bank Details: Add your bank details

Phone # | Address | Website

Authorised Sign

### QUESTION 3 – BASED ON GIMP – 25 MARKS

(Only allowed formats will be given marks, other formats will be awarded 0 marks)

Create a **banner** for “**Book Sale**” which is going to happen in the coming week, by the organization “**Sharp Learners**” with the use of **GIMP** software.

**Note:** Images cannot be used to create the designs (Only use the tools which is available in the GIMP)

**Hints:** Use multiple layers to get more score. [8 marks]

Appropriate font style, shapes, and color. [12 marks]

**Submit both the XCF and PNG format of the Banner.** Refer to the following guidelines for further information.

- You need to save the XCF file with all the layers. Name the file as <your student ID>\_Q3. [3 marks]
- You also need to export the final image to PNG and save it with the same name (your student ID\_Q3.) [2 marks]

\*\*\*\*\* END OF THE PAPER\*\*\*\*\*