

International Islamic University Chittagong
Department of Qur'anic Sciences and Islamic Studies

Mid Term Examination – Spring 2024

Course Code: CSE-2402

Course Title: Micro Computer Application I

Time: 1 hour and 30 minutes

Total Marks: 30

1. Which extension is commonly associated with Microsoft Word documents? 1
a) .doc b) .xls c) .ppt d) .pdf
2. What is the shortcut key to undo the last action in Microsoft Word? 1
a) Ctrl + Z b) Ctrl + X c) Ctrl + C d) Ctrl + V
3. Which tab in Microsoft Word contains options for formatting text? 1
a) Home b) Insert c) Design d) Review
4. What feature in Microsoft Word allows you to automatically correct common typing errors? 1
a) AutoFormat b) AutoSave c) AutoCorrect d) AutoSum
5. Which view in Microsoft Word allows you to see how your document will appear when printed? 1
a) Print Layout b) Outline c) Draft d) Web Layout
6. How can you insert a page break in Microsoft Word? 1
a) Press Ctrl + Enter b) Press Ctrl + P c) Press Ctrl + B d) Press Ctrl + Shift + Enter
7. What is the purpose of the "Page Layout" tab in Microsoft Word? 1
a) To change the page orientation
b) To adjust margins and page size
c) To insert headers and footers
d) To apply styles and themes
8. Which feature in Microsoft Word allows you to create a list with bullets or numbers? 1
a) Bullets and Numbering b) Styles c) Tables d) Spelling and Grammar
9. What is the default line spacing in Microsoft Word? 1
a) Single b) 1.5 lines c) Double d) Triple
10. How can you change the font size of selected text in Microsoft Word? 1
a) By using the Font dialog box
b) By pressing Ctrl + F
c) By using the Font Size drop-down menu
d) By right-clicking and selecting "Font Size"

Lab Task

11 Task 1: Formatting Document

10

You are required to create a document titled "Lab Report" with the following specifications:

1. Set the document margins to 1 inch on all sides.
2. Apply the "Times New Roman" font to the entire document.
3. Set the font size of the title to 16pt and center align it.
4. Create a heading for each section of the lab report (Introduction, Procedure, Results, Conclusion) using the "Heading 1" style.
5. Insert a page break after the title and each section heading.
6. Apply bold formatting to the subheadings within each section (if applicable).
7. Apply single line spacing to the entire document.
8. Insert a footer with your name and student ID aligned to the left and the current date aligned to the right.

12 Task 2: Inserting Images

5

Insert an image related to the lab experiment at the beginning of the "Procedure" section.

1. Position the image inline with text.
2. Resize the image to fit within the margins of the document.
3. Add a caption below the image with the text "Figure 1: [Description of the image]".

13 Task 3: Inserting and Formatting Tables

5

Insert a table to present the experimental data in the "Results" section. The table should have 3 columns and 5 rows.

1. Merge the cells in the first row to create a title row for the table.
2. Format the title row with bold text and center align the text.
3. Apply a shading color of your choice to the title row.
4. Enter sample data into the remaining cells of the table.

Bismillahir Rahmanir Raheem
International Islamic University Chittagong
Da'wah & Islamic Studies

Midterm Examination, Autumn 2022

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[Answer any three questions (question # one is mandatory to answer) from the following four questions.
Figures in the right margin indicate full marks.]

1. a) What is an operating system? How many operating systems are there? 3
b) What are the advantages of the windows operating system? 3
c) What is MS Word and when it was first launched? Why MS Word mainly used? 4

2. Type the following paragraph correctly in a new word document file (.docx). 10

What is Network

The network used to interconnect computers in a single room, rooms inside a building or buildings are normally called local area networks (LANs). LANs normally transmit data in a digital form using media such as coaxial cable or multithreaded cable. Local Area Network can be used only on one side of a building. The terminals and workstations are able to connect either one of the 'two' host computers when required.

The network has a file server and a print server. The file server is a special computer that provides a form of auxiliary storage that can be used by any other computer on the network. The print server is a special printer that can receive data from other computers on the network and print it. It is possible to connect an external communications server on the LAN with a device which makes communication possible between the equipment of the network and system elsewhere, e.g. modem.

For example, in the IT department of the Nepal Electricity Authority, there are more than 30 computers working at the same time. The authority can get information about whatever is being operated on any computer. All things can be connected to the file server.

Format typed paragraph as the following criteria:

- a) Save the file as Mid_Exam_Your Name_ID
- b) Apply 16pt font size with bold and italic for heading and center align it.
- c) Apply paragraph spacing after 12pt for all paragraphs.
- d) Apply line paragraph 1.5 lines for the third paragraph and justify it.

3. Create the following table. 10

Day	Period I	Period II	Period IV	Period V
Sunday	Math	Science	English	Computer
Monday	Science	Computer	Math	English
Tuesday	English	Math	Computer	Science
Wednesday	Computer	Science	Math	English
Friday	Math	Science	English	Computer

Perform the following tasks:

4. Create and Design Forms as sample in the image below.

Application For Employment				
		We are an Equal Opportunity Employer and committed to excellence through diversity.		Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.
Personal Information				
Name _____				
Address _____		City _____	State _____	Zip _____
Phone number _____		Email address _____		
Are you legally eligible to work in the US?		Are you a veteran?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
If selected for employment are you willing to submit to a background check?				
Yes <input type="checkbox"/> No <input type="checkbox"/>				
Position				
Position you are applying for _____		Available start date _____		Desired pay _____
Employment desired:				
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal/Temporary				
Education				
School name _____	Location _____	Years attended _____	Degree received _____	Major _____
References (business and professional only)				
Name _____	Title _____	Company _____	Phone _____	