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| hcit_logo_for_docs  **END OF CLUSTER TEST – THEORY** |

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| **Cluster/Module Title:** | **Computer Fundamentals A&B** |
| **Units:** | ITICOR0241A- Operate a word processing application (basic)  ITIDAT082A – Operate a word processing application (advance)  ITIDAT0212A- Use advance features of a computer application  ITIDAT0252A – Design organizational documents using computing packages  ITIMED0261A- Operate a presentation package (basic)  ITICOR0471A- Access the internet  ITICOR0271A– Send & retrieve via the internet  ITIDAT1101A- Perform data entry operation |
| **Instructor:** | Shaneil Hall |
| **Programme/Group:** | Web Design Level Three |
| **Name of trainee:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Test:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Duration:** | 2 Hours |

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| **For Instructor’s use ONLY**  Date: \_\_\_\_\_\_\_\_\_\_\_\_  Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Total score (%):  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Instructions: ***This test consists of Two (2) sections – Section A and B. You are required to answer ALL questions.***

**SECTION A**

**Multiple Choice - (15 Marks)**

***Instructions: Circle the letter for the most suitable response.***

1. Which of the following software is most suitable to type a memo?

A. Microsoft Excel  
B. Microsoft Word   
C. Microsoft Access   
D. Microsoft PowerPoint

1. In Microsoft Word which of the following tabs enables you to design a form?

A. Ribbon   
B. Design   
C. View   
D. Developer

1. Which of the following gives the user a brief introduction as to what an email is about?

A. Body of the email

B. Subject Line of the email

C. Signature email

D. Address of the email

1. A company such as AT&T and XFINITY which provides services for accessing, using, or participating in the Internet is considered to be a/an \_\_\_\_\_\_\_\_\_.

A. Cable Company

B. Internet Security Company

C. Internet Service Provider

D. Commercial Organization

1. Whatdoes R in the acronym URL stand for?

A. Router

B. Resource

C. Regular

D. Resourceful

1. Which of the following corresponds with the domain extension .gov?

A. Commercial

B. Non-profit organization

C. Government

D. Educational

1. Which of the following is a Web browser?

A. Google Chrome

B.MSN

C. BING

D. Yahoo

1. An example of an Application software is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Microsoft Word
3. Linux
4. Windows
5. MacOs
6. FTP is used for?
7. Uploading files only
8. Downloading files only
9. Both (A) and (B)
10. None of the above
11. The equipment needed to allow home computers to connect to the internet is called a?
12. modem
13. gateway
14. monitor
15. peripheral
16. PowerPoint design templates are stored in a file with this extension.

 A. .ptt

B. .pot

C. .ppt

D. .dtp

12. Which of the following corresponds with the domain extension .com?

A. Commercial

B. Non-profit organization

C. Government

D. Educational

13. In Microsoft Word the ruler may be used to complete which of the following tasks?

A. To set tabs

B. To set indents

C. To change page margins

D. All of the above

14. Which of the applications found below may be used to aid a secretary to send a letter to multiple recipients?

A. Mail Merge

B. Page Layout

C. Mail Text

D. Page Merge

15. Verification of a login name and password is known as \_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Configuration

B. Accessibility

C. Authentication

D . Logging in

**SECTION B**

***You are required to answer the below questions on the ruled sheets provided.***

1. What is the difference between animation and transition? 4 (Marks)
2. Give a brief description of the basic functions of a computer and state one example of a device that is used to carry out, each of the functions stated. 8 (Marks)

1. State the **4 (FOUR**) steps you would follow to save a document created in Microsoft Word as a pdf file. 4 (Marks)
2. Explain what an IP address is and its importance in connecting a device to the internet?

2 (Marks)

1. What is the difference between reply and reply all? 4 (Marks)
2. What is the difference between Micro and Mainframe Computers? 4 (Marks)
3. State what each of the following shortcut keys does when using the internet.

3 (Marks )

Ctrl+N

Ctrl+H

Ctrl+J

8. Mary is trying to reproduce the following text “**GOOD STUDY HABITS “.** You are required to explain which 2 font elements are being used in the text as well as state which tab/s she may be able to find the implemented features in Microsoft Word.

3 (Marks)

Score

Total 32