Department of Physical Science
Faculty of Applied Science
In-course Assessment Examination - 01
IT1113 (P) - Fundamentals of Information Technology (P)

Nov 2024   **Time allowed - 1 Hour**

Instructions:
- *Save your file with your registration number (for e.g. 2022ICTXX) in Z drive.*
- *Complete the following tasks.*

1. Open a new Microsoft Word document and save it with your Registration Number.

2. Type the following text: **(5 Marks)**
   - *"In today's digital world, effective communication and document design are key skills. Mastering Microsoft Word formatting enables clear, professional, and appealing documents."*

3. Format this text as follows to enhance readability:
   - Apply bold to "effective communication" and italicize "professional". **(5 Marks)**
   - Change the font to Times New Roman, size 16, and color to dark blue. **(10 Marks)**
   - Set line spacing to 1.5 and paragraph spacing to 10pt before and 12pt after. **(5 Marks)**

4. In the same document:
   - Change the page orientation to landscape and set all margins to 1 inch. **(5 Marks)**
   - At the top of the page, add the title: "Document Formatting Techniques". And Apply the Heading 1 style and center-align the title. **(5 Marks)**
   - Insert a footer to Type "Prepared by [Your Name]" on the left side. And Add page numbers aligned to the right. **(5 Marks)**

5. Below your text, insert a table with 3 columns and 4 rows. **(10 Marks)**
   - Enter this data into the table:

Item	Quantity	Price
Notebook	10	$2.50
Pen	20	$1.00
Marker	15	$1.50

   - Format the table by adding a border and applying a light gray table style. **(5 Marks)**

- Below the table, type the following list, then convert it to a numbered list with a hanging indent: **(10Marks)**
  - i. Analyze document purpose
  - ii. Organize content logically
  - iii. Use appropriate formatting tools

6. Create a new Word document for a mail merge form letter. Use the following letter text and insert placeholders for <<First Name>>, <<Last Name>>, <<Company Name>>, and <<Meeting Date>>. **(15 Marks)**

Letter Text:

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Dear <<First Name>> <<Last Name>>,

We are pleased to invite you to our annual business conference,
representing <<Company Name>>. This event will take place on <<Meeting
Date>> and is an excellent opportunity for networking and knowledge
sharing.

We look forward to welcoming you!
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Create an Excel spreadsheet with the following data. **(10 Marks)**

First Name	Last Name	Company Name	Meeting Date
John	Smith	ABC Corp	January 10, 2025
Jane	Doe	XYZ Inc	January 10, 2025
Alex	Johnson	Innovate LLC	January 10, 2025

Connect this Excel file as the data source in your mail merge document. Then, complete the mail merge by generating a set of letters for each recipient and save the result as a pdf file named "Conference Letters."

(10 Marks)