

Centre for Preparatory Studies (CPS) IT Unit

IT Level 2 (FPT 102B)

Mock Final Term: Practical Exam

| Student Name | | | | | |
|--------------|--|--|--|--|------------------|
| Student ID | | | | | Date: |
| Section | | | | | Duration: 1 Hour |

General Instructions

- Place your DU ID card on your desk throughout the examination period.
- Read the task instructions carefully.
- Use only a blue or black pen. (Pencil is allowed only for writing tasks)
- Not allowed to use programmable calculators and/or smart-watches/phones or any other smart devices inside the exam hall.
- Must abide by DU's Academic Integrity Policy (AIP)- Policy No. DU-AC-007



تهدف سياسة النزاهة الأكاديمية بجامعة ظفار إلى تعزيز العمل الجاد والأمانة والمسؤولية و تحظر تمامًا جميع الأشكال التي تخالف النزاهة الأكاديمية، بما في ذلك الغش والتواطؤ والسرقة الأدبية والإنتحال. بالتوقيع أدناه ، أوافق على الالتزام بسياسة النزاهة الأكاديمية.

Signature of the student

| Practical | | | | | |
|-----------|--|----|--|--|--|
| Section 1 | | 8 | | | |
| Section 2 | | 4 | | | |
| Section 3 | | 5 | | | |
| Section 4 | | 5 | | | |
| Section 5 | | 5 | | | |
| Section 6 | | 3 | | | |
| Total | | 30 | | | |

| Marked by: | Moderated/ Checked by: |
|------------------|------------------------|
| Signature: Date: | Signature: Date: |





QUESTION 1: Table Design

1. Create a **new Microsoft Excel file** with your **Name** and **ID** in the desktop. Type the following data in sheet 1:

| Product | UK | Oman | Canada | Average |
|----------|--------|--------|--------|---------|
| Printer | 653.00 | 367 | 791 | |
| Monitor | 720.00 | 180.54 | 527 | |
| Speaker | 137.00 | 842 | 878 | |
| USB | 417.00 | 624 | 280.00 | |
| Keyboard | 978.00 | 466 | 541 | |
| Count | | | | |
| Maximum | | | | |

2. Save the file.

QUESTION 2: Sheet Operations

- 1. Insert 5 new sheets and copy cells A2:D7 from sheet 1 to other sheets.
- 2. Change the tab color of sheet 1 to red.
- 3. Rename Sheet1 as ONE, Sheet2 as TWO and so on.
- 4. Move sheet ONE to the end.

QUESTION 3: Basic Formatting

Do the following steps in Sheet 1 (Sheet name – One):

- 1. Apply a thick red outline border to B2:D7 of the table.
- 2. Change the format of numbers to currency AED for the column UK.
- 3. Fill columns 1 and 2 with different color.
- 4. Apply red font color to the title of the sheet.
- 5. Insert a column width of Average to 15 pixels.

(8 Marks)

(05 Marks)

(04 Marks)

QUESTION 4: Formula and Functions

Do the following steps in Sheet 1 (Sheet name – One):

- 1. Calculate the average for Printer using formula.
- 2. Find the maximum for UK using function.
- 3. Find the count of Oman and copy it to UK.
- 4. Find the count of Canada using absolute reference.
- 5. Calculate the average for Monitor using mixed reference (row with \$).

QUESTION 5: Charts

<u>Do the following steps in Sheet 2 (Sheet name – Two):</u>

- 1. Create a column chart for the data only in sheet 2.
- 2. Format the chart area (gradient fill) and add data labels (outside).
- 3. Create a 3-D pie chart for speaker in sheet 3.
- 4. Format legend (top) for the above chart.
- 5. Format the data point for the 3-D pie chart and move it to a new sheet CHART.

QUESTION 6: Sort & Filter

Do the following in Sheet 4 (Sheet name – Four):

- 1. In sheet 4, sort the column Product in descending order. (Z A)
- 2. In sheet 5, filter the data in column UK to display information between 100 and 500.

Save and close MS-Excel file.

(05 Marks)

(03 Marks)