KYPJ
KOLEJ YAYASAN
PELAJARAN JOHOR

KOLEJ YAYASAN PELAJARAN JOHOR
FINAL PRACTICAL EXAMINATION

COURSE NAME	:	INTRODUCTION TO COMPUTER
COURSE CODE	:	COM 1012
EXAMINATION	:	APRIL 2018
DURATION	:	2 HOURS

INSTRUCTION TO CANDIDATES

1. This examination paper consist of **THREE (3)** PARTS:
   PART A (40 Marks)
   PART B (30 Marks)
   PART C (30 Marks)

2. Answer ALL questions

3. Candidates are not allowed to bring any material to examination room EXCEPT with the permission of invigilator

4. Please make sure that all material is available during this examination session:
   i.   Question paper

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

*This examination paper consists of **9** printed pages including front page*

© Hak cipta Kolej Yayasan Pelajaran Johor

PART A : MICROSOFT WORD

You are supposed to create a word processing file using Microsoft Office Word, according to the instructions given below.

Open a new Microsoft Office Word file and type the following text given in the box below.

Chicken Fried Rice   __/2 Mark

Ingredients

1 pound chicken, about 2-3 chicken breasts, cooked and shredded

3 cups cooked rice *

2 tbs sesame oil

1 small white onion, chopped

1 cup frozen peas and carrots, thawed

2-3 tablespoons soy sauce (more or less to taste)

2 eggs, lightly beaten

2 tbsp chopped green onions (optional)

Instructions

Cook and shred the chicken. Preheat a large skillet or wok to medium heat. Pour sesame oil in the bottom. Add white onion and peas and carrots and fry until tender. Slide the onion, peas and carrots to the side, and pour the beaten eggs onto the other side. Using a spatula, scramble the eggs. Once cooked, mix the eggs with the vegetable mix. Add the rice and chicken to the veggie and egg mixture. Pour the soy sauce on top. Stir and fry the rice and veggie mixture until heated through and combined. Add chopped green onions if desired.

1. Change the layout of the page as given below.   __/2 Mark

    i.   **Page size**   : A4

    ii. **Page orientation** : Portrait

    iii. **Page border**   : Box

    iv. **Page color**   : Tan

2. Change the page margins as follows: __/2 Mark

    i.   Top   : 1.25"

    ii. Bottom : 1.25"

    iii. Right : 1.25"

    iv. Left   : 1.25"

3.   Format the entire document as given below.   __/2 Mark
     i.   Line spacing   : 1.5"
     ii. Font   : Arial
     iii. Font size   : 11
     iv. Align   : Left

4.   Select the heading "Chicken Fried Rice" and format it as given below.   __/3 Mark
     i.   Font color : Blue
     ii. Style   : Bold
     iii. Align   : Center
     iv. Font size   : 24
     v.   Font   : Impact
     vi. **Change all the letters to UPPERCASE**

5.   Select the heading "Ingredients" and format it as given below.   __/3 Mark
     i.   Font color : Black
     ii. Style   : Bold
     iii. Align   : Left
     iv. Font size   : 14
     v.   Font   : Tahoma
     vi. **Change all the letters to UPPERCASE**

6.   Select **eight(8)** lines below the Ingredients header and format them as :   __/4 Mark
     i.   **Bulleted list**
     ii. **Font size   :   12**

7.   Select the heading "Instructions" format as: __/3 Mark
     i.   Style   : Bold
     ii. Style   : Underline
     iii. Align   : Left
     iv. Font color : Blue
     v.   Font size   : 14
     vi. **Change all the letters to UPPERCASE**

8.   Bold the sentences "3 cups cooked rice *" and underline it.   __/2 Mark

9.   At the end of the paragraph create the table shown below   __/3 Mark

Preparation Time :	Cook Time :	Total Minute :
20 minute	20 minute	40 minute

10. Format the table: ___/2 Mark

    i.   **Align**   : Center

    ii. **Table color** : Yellow

    iii. **Font color** : Red

    iv. **Font size** : 14

11. Insert another row just <u>below</u> the last row of the table and merge all the   ___/2 Mark
cells in that row.

12. Make the first letter of the first paragraph drop cap after heading "Instructions"   ___/2 Mark

13. Insert a footer with the following formatting options.   ___/2 Mark

    i.   **Caption: Your Name Matric Number**

    ii. **Font: Arial**

14. Insert the image from Clipart to the center (below) of the document.   ___/2 Mark

15. Insert the Watermark "RECIPE" to the document with the following format   ___/2 Mark
options :

    i.   **Font color** : Blue

    ii. **Font**   : Agency

16. Save the document. Make sure you have saved the document as follows: ___/2 Mark
Your Name Matric Number_WORD01

[40 MARKS]

PART B : MICROSOFT EXCEL

You are supposed to create a spreadsheet using Microsoft Office Excel, by following the instructions given below.

		COST PER UNIT	TOTAL SALES			
			TOTAL SALES 2017			
MONTH	JAN	FEB	MAC	APRIL	TOTAL SOLD	
ITEM 1	100	10	10	10		
ITEM 2	200	10	20	100		
ITEM 3	20	10	50	40		
MONTHLY SALES (RM)						
ITEM 1	RM 20.00					
ITEM 2	RM 30.00					
ITEM 3	RM 10.00					
MAXIMUM SALES						
MINIMUM SALES						
AVERAGE SALES						

Figure 1

1	Create a spreadsheet using the data given in Figure 1. Begin in cell B2	___/7.5 Mark
2.	In cell B2, merge and center title "TOTAL SALES 2017" over cell B2:G2	___/ 2 Mark

    i. **Font**   : **Calibri**
    ii. **Font Size** : **12**
    iii. **Style**   : **Bold**

3.	Use the relevant formula to calculate the **TOTAL SOLD** in cell G5 and copy the formula to the relevant cells.	___/ 3 Mark
4.	Use the relevant formula to calculate the **MONTHLY SALES** in cell C9 and copy the formula to the relevant cells. Format the cells with two decimal places. Format the numbers to show RM and cents for all entries in columns.	___/ 4 Mark
5.	Use the relevant formula to calculate the **TOTAL SALES** in cell D13 and copy the formula to the relevant cells. Format the cells with two decimal places. Format the numbers to show RM and cents for all entries in columns.	___/ 3 Mark
6.	Use the relevant formula to calculate the **MAXIMUM SALES** in cell D16, **MINIMUM SALES** in cell D17 and **AVERAGE SALES** in cell D18. Format the cells with two decimal places. Format the numbers to show RM and cents for all entries in columns.	___/ 3 Mark

7. Create a graph similar to the given below :   ___/ 2 Mark
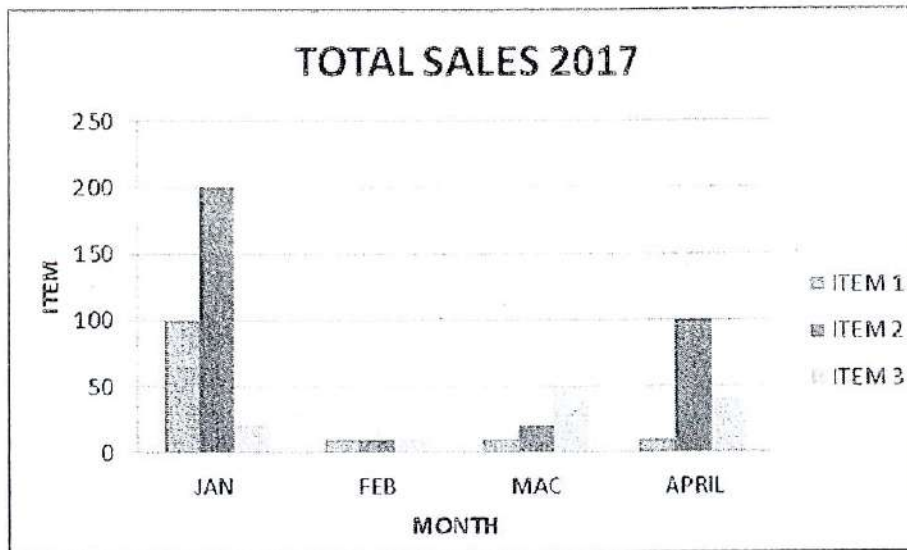
8. Insert the title, "TOTAL SALES 2017" to the top of the chart.   ___/ 1 Mark
9. Label the X axis title as, "MONTH" and Y axis title as, "ITEM".   ___/ 1 Mark
10. Label   the   legends   for   "ITEM 1", "ITEM 2" and "ITEM 3".   ___/1.5Mark
11. Rename sheet 1 to "Total Sales"   ___/ 1 Mark
12. Save the document again. Make sure you have saved the document as   ___/ 1 Mark
    follows: **Your Name Matric Number _EXCEL01**

                                                                        [30 MARKS]

PART C : MICROSOFT POWER POINT

You are supposed to create a presentation file using Microsoft Office PowerPoint, according to the instructions given below

1.	Create a presentation with four blank slides.	___/ 2 Mark
2.	Insert a suitable design template.	___/ 1 Mark
3.	Insert a footer to show Your name and your Matric No. as given in the following example. e.g. Fahrin Bin Ahmad | D22015/00000	___/ 2 Mark
4.	Insert Today's date as a fixed date in the date area.	___/ 1 Mark
5.	Make necessary changes to appear slide numbers in the slide number area.	___/ 1 Mark
6.	Make necessary changes so that the footer, date and the slide number do not appear on the title slide (first slide).	___/ 1 Mark
7.	Add content to the title slide (first slide) by following the instruction given below.	
	a) Type "PUMPKIN" as the slide title and it's format should be	___/ 2 Mark

      i. Font Type : Gill Sans Ultra Bold

      ii. Style   : Bold

      iii. Size   : 44

      iv. Color   : Black

	b) Type "© Wikipedia" as the sub title	___/1 Mark
	c) Insert the following image from the resources directory to a suitable location.	___/1 Mark

8.	Add content to the second slide by following the instruction given below.	___/ 1 Mark

    a) Type the slide title as, "USES OF PUMPKIN" and format it as,

      i. Font Type   : Britannic Bold

      ii. Style   : Bold

      iii. Size   : 40

      iv. Color   : Red

b) Insert the following content as shown below.   ___/ 5 Mark

    1. Cooking -- very versatile in their uses for cooking

    2. Leaves -- are eaten as a vegetable in Korean cuisine

    3. Seeds

          Popular snack

          Pumpkin seed oil

9.   In the third slide, add the following components.

     a) Type the slide title as, "NUTRITIONAL VALUE PER 100G (35oz)" and   ___/ 1 Mark
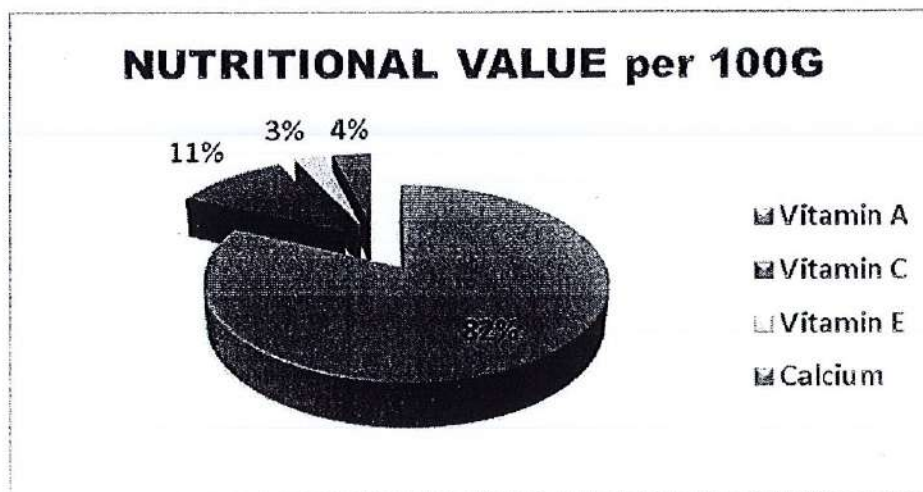
     format it as

       i.   **Font Type**   :   Verdana

       ii.   **Style**   :   Bold

       iii. **Size**   :   36

       iv. **Color**   :   Blue

     b) Insert the following table   ___/ 4 Mark

Nutrition	Percentage
Vitamin A	82%
Vitamin C	11%
Vitamin E	3%
Calcium	4%

10.   In the fourth slide, add the following components

     a) Draw a Pie chart as given below using the tabulated data given in the third   ___/ 3 Mark

     slide.

11   Add the following animation effects to your presentation.

    a) Apply transition effect the first slide of the slideshow.   ___/ 1 Mark

    b) Apply emphasis animation effect to each main point and sub point in the   ___/ 1 Mark
    second slide

    c) Hide the third slide from the slide show.   ___/ 1 Mark

    d) Save your presentation with the following file name "   ___/ 1 Mark

Your Name & Matric Number>_PPT01   **[30 MARKS]**

END OF QUESTIONS