

**Modern College of Business and Science**

**INFORMATION TECHNOLOGY Placemen Test**

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**SYLLABUS AND PRACTICE QUESTIONS FOR INFORMATION TECHNOLOGY PLACEMENT TEST**

The topics covered in the Information Technology Placement Test include Fundamentals of Computing, Network and Internet, and Using Office 2016.

Course Syllabus:

1. Fundamentals of Computing: Basics of hardware and software, operating systems, memory, types of computers, file management, data security, Networking and basic troubleshooting.
2. Using Office 2016: Proficiency in Microsoft Word, Excel, and PowerPoint; document formatting, spreadsheet functions, and creating presentations.
3. Network and Internet: Introduction to networking concepts, types of networks (LAN, WAN), internet protocols, IP addressing, online identity and internet safety.

These questions are provided to help you review some of the concepts that may be on the placement test for Information Technology. These questions are not intended to represent any of the actual test questions.

The actual test is divided into two parts: a 20-minute theory section covering Fundamentals of Computing and Network and Internet, and Using Office 2016 requiring a passing score of 12 to qualify for the 2-hour practical section, which focuses exclusively on using Office 2016 (Word, Excel, and PowerPoint).

**A sample of the First part of the placement test:**

Choose the one alternative that best completes the statement or answers the question.

**Part1: Fundamentals of Computing; Basics of hardware and software, operating systems, memory, types of computers, file management, data security, Networking and basic troubleshooting.**

1. Which of the following is NOT an operating system?

A) Windows 10

**B) Microsoft Office**

C) Linux

D) macOS

2. Which component is considered the "brain" of the computer?

A) Hard drive

B) RAM

**C) CPU**

D) Power supply

3. What is the main function of RAM in a computer?

A) Store files permanently

B) Execute programs

**C) Temporarily store data for quick access**

D) Manage hardware resources

3. Which of the following is an example of volatile memory?

A) Hard Disk Drive (HDD)

B) Read-Only Memory (ROM)

**C) Random Access Memory (RAM)**

D) Solid State Drive (SSD)

4. Which of the following is a network protocol used for transferring files?

A) HTTP

**B) FTP**

C) SMTP

D) SNMP

5. What is the primary function of a firewall?

A) To boost internet speed

**B) To protect a network by controlling incoming and outgoing traffic**

C) To store files

D) To serve as a backup power supply

6. Which type of software is designed to protect a computer from malicious software?

A) Word processor

**B) Antivirus software**

C) File management system

D) Database management system

7. Which of the following is an example of an input device?

A) Monitor

**B) Keyboard**

C) Printer

D) Speaker

8. What is the main characteristic of secondary memory?

A) It is volatile, and data is lost when power is turned off

**B) It is faster than primary memory**

C) It is non-volatile and retains data even when the power is off

D) It is embedded within the CPU

9. Which type of network is typically used to connect computers within a small geographic area, like an office or home?

A) Wide Area Network (WAN)

B) Metropolitan Area Network (MAN)

**C) Local Area Network (LAN)**

D) Personal Area Network (PAN)

10. Which type of cloud service model provides infrastructure resources such as virtual machines and storage?

A) Software as a Service (SaaS)

B) Platform as a Service (PaaS)

**C) Infrastructure as a Service (IaaS)**

D) Database as a Service (DBaaS)

**Part 2: Using Office 2016; Proficiency in Microsoft Word, Excel, and PowerPoint; document formatting, spreadsheet functions, and creating presentations.**

11. Which of the following is a feature of Microsoft Word 2016?

A) Pivot Tables

B) Slide Transitions

**C) Mail Merge**

D) Conditional Formatting

12. In Excel 2016, which function is used to calculate the average of a range of cells?

A) =SUM()

B) =COUNT()

**C) =AVERAGE()**

D) =MEDIAN()

13. Which tab in PowerPoint 2016 is used to insert charts into a presentation?

A) Home

**B) Insert**

C) Design

D) Transitions

14. In Microsoft Word, what is the purpose of headings?

**A) Create table of contents**

B) Design theme

C) Create smartArt

D) Insert link

**Part 3: Network and Internet; Introduction to networking concepts, types of networks (LAN, WAN), internet protocols, IP addressing, online identity and internet safety.**

15. What does IP stand for in networking?

- A) Internet Provider
- B) Internal Protocol
- C) Internet Protocol**
- D) Information Protocol

16. Which of the following is a common IP address format for IPv4?

- A) 192.168.0.1**
- B) 2001:0db8:85a3:0000:0000:8a2e:0370:7334
- C) 256.256.256.256
- D) 1234.5678.9101.1121

17. Which of the following is an example of an internet protocol?

- A) HTTP**
- B) HDMI
- C) USB
- D) SCSI

18. Which of the following is an example of a top-level domain (TLD)?

- A) .com**
- B) /index.html
- C) www.
- D) 192.168.1.1

19. What does HTML stand for, and what is its primary purpose?

- A) Hyper Text Markup Language; to structure and present content on the web**
- B) Hyperlink Text Management Language; to manage links on web pages
- C) Home Tool Markup Language; to create home pages
- D) Hyper Tool Management Language; to design and manage tools on the internet

20. What does CSS stand for?

- A) Creative Style Sheets

**B) Cascading Style Sheets**

C) Computer Style Sheets

D) Centralized Style Sheets