

Modern College of Business and Science

INFORMATION TECHNOLOGY Placemen Test

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 a type of secondary storage device?

A) USB Flash Drive

B) Cache Memory

C) RAM

D) Control Unit

2. Which of the following networks would be most appropriate for connecting devices within a city?

A) PAN

B) LAN

C) MAN

D) WAN

3. What does SaaS stand for in cloud computing?

A) System as a Service

B) Software as a Service

C) Storage as a Service

D) Security as a Service

4. Which type of memory is permanently installed on the motherboard and stores essential instructions for the computer's startup?

A) RAM

B) ROM

C) Cache

D) Virtual Memory

5. Which of the following is NOT an example of hardware?

A) CPU

B) Operating System

C) Hard Drive

D) RAM

6. What is the primary function of an operating system?

A) To perform calculations

B) To manage hardware and software resources

C) To display web pages

D) To edit documents

7. Which of the following is an example of a data security measure?

A) Installing a new printer

B) Encrypting sensitive information

C) Formatting the hard drive

D) Creating a new user account

8. What is the function of a network card in a computer?

A) To store data

B) To display graphics

C) To connect the computer to a network

D) To manage files

9. How many bits are there in one byte?

A) 4

B) 2

C) 8

D) 16

10. CD capacity is

A) 32 MB

B) 280000 GB

C) 700 MB

D) 10 GB

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

11. In Microsoft Word, which of the following features is used to check the document for spelling errors?

A) Thesaurus

B) Spelling & Grammar

C) Word Count

D) Track Changes

12. Which of the following file extensions is used for PowerPoint presentations?

A) .docx

B) .xlsx

C) .pptx

D) .txt

13. In Excel, which function would you use to calculate the total of a range of cells?

A) =SUM()

B) =COUNT()

C) =AVERAGE()

D) =IF()

14. In PowerPoint, which of the following features is used to return to the first slide:

A) Transitions

B) SmartArt

C) Action

D) Animation

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 the term "internet safety" refer to?

A) Ensuring fast internet speed

B) Protecting users from online threats such as viruses, phishing, and identity theft

C) Installing antivirus software

D) Backing up data regularly

16. What is the purpose of an IP address?

A) To connect to Wi-Fi

B) To serve as a unique identifier for devices on a network

C) To improve computer performance

D) To store files

17. Which of the following is a correct format for an email address?

A) user@domain

B) user@domain-com

C) user@domain.com

D) user@domain..com

18. What does URL stand for?

A) Uniform Resource Locator

B) Universal Resource Locator

C) Uniform Resource Link

D) Universal Resource Link

19. Which of the following is used to style and layout web pages?

A) JavaScript

B) HTML

C) CSS

D) PHP

20. What is the primary function of a web browser?

A) To manage system files

B) To navigate and display web pages

C) To perform calculations

D) To send and receive emails