Modern College of Business and Science

INFORMATION TECHNOLOGY Placemen Test

The Information Technology Placement Test is designed to assess students' foundational knowledge and practical skills necessary for success in college-level computing courses. As indicated in the table below, the test covers the following areas:

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.

Test Component	Content
Part 1	Theory — Fundamentals of Computing and Network/Internet
Part 2	Practical knowledge — Microsoft Office 2016
Duration	30 minutes
Number of questions	20 multiple-choice questions
Passing score	12 out of 20

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.

Note: Current MCBS students are required to book the test through the following link:

https://www.mcbs.edu.om/placement-tests/

Part 1:

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

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

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

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

  A) HTTP

  B) FTP

  C) SMTP

  D) SNMP

5. *Which of the following file extensions is commonly used for executable files?*
A) .exe
B) .docx
C) .xlsx
D) .pptx

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

1. What does IP stand for in networking?

   A) Internet Provider

   B) Internal Protocol

   C) Internet Protocol

   D) Information Protocol

2. 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

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

   A) HTTP

   B) HDMI

   C) USB

   D) SCSI

4. 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

5. 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

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

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

1. You're writing a research paper in Word and want to include citations for your sources. Which tab should you use to manage and insert citations?

A) Review

B) References

C) Insert

D) Layout

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

   A) =SUM()

   B) =COUNT()

   C) =AVERAGE()

   D) =MEDIAN()

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

   A) Home

   B) Insert

   C) Design

   D) Transitions

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

A) Create table of contents

B) Design theme

C) Create smartArt

D) Insert link

5. 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

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

A) Transitions

B) SmartArt

C) Action

D) Animation

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

A) .docx

B) .xlsx

C) .pptx

D) .txt

8. You're working on a budget spreadsheet in Excel 2016 and need to calculate the total amount spent across several items listed in cells A1 to A10. Which function should you use to find the total?

A) =SUM()

B) =COUNT()

C) =AVERAGE()

D) =MEDIAN()

9. Which of the following file extensions is used for Word documents?

A) .docx

B) .xlsx

C) .pptx

D) .txt

10. In Microsoft Word, what is the purpose of header?

A) Create table of contents

B) Design theme

C) Create SmartArt

D) Create document heading