

Teveta

Certificate in computer studies

TQF 4 examinations

July/August 2012

Subject: information technology & office productivity software

Time allowed: 3 hours

Total marks: 100%

Pass mark: 50%

Instructions to candidate

1. There are two (2) sections in this question paper.
2. Section A is Compulsory (Answer All questions from this section)
3. Section B has Four (4) questions.
4. Section B: Answer any three (3) questions from this section.
5. All questions carry equal marks in section B.
6. Cell-phones and programmable calculators are not allowed in this examination room.

Section A

Note. Answer all the questions in this section

Question 1

Define software and explain briefly two (2) categories of software. (8 marks)

Explain the purpose of the following programs

- a) Word processor
- b) Spreadsheet
- c) Database
- d) Payroll system

(3 marks each)

Question 2

Distinguish between the following:

- a) Virtual memory and cache memory
- b) Distributed database and centralized database
- c) Multiprogramming and multitasking systems
- d) Primary memory and secondary memory

(5 marks)

(5 marks)

(5 marks)

(5 marks)

Section B

Question 3

Answer any three questions from this section

Using word processing, type the text below in times new romans size 11 and save the document as question 3. (8 marks)

Members of Anonymous regularly band together to take down websites owned by those they don't like, but security firm Symantec reports that a recent attack could actually have backfired, putting amateur hacktivist's bank accounts at risk.

In January the group decided to hit the websites of the US Department of Justice and various media companies in response to the takedown of file storage site Megaupload, providing a guide on Pastebin for those who wished to take part in the attacks. Symantec says that an attacker appears to have copied that guide and inserted their own version of the Slowloris software containing a secret Trojan that downloaded a copy of Zeus, a piece of malware often used to take control of an infected computer.

Computers infected with the malware still took part in the Anonymous DDoS attacks, but were also secretly sending online bank account and webmail logins back to the attacker. Anonymous members have tweeted links to this fake guide nearly 500 times, referring to it as "Tools of the DDoS trade" and "Idiot's Guide to Be Anonymous."

"Not only will supporters be breaking the law by participating in DoS attacks on Anonymous hacktivism targets, but may also be at risk of having their online banking and email credentials stolen," says Symantec. "The joining of malicious financial and identity fraud malware, Anonymous hacktivism objectives, and Anonymous supporter deception is a dangerous development for the online world."

TASK

- Change the font of paragraph one to red. (3 marks)
- Insert an appropriate clip art after paragraph three and format the heading to word art of your choice. (4 marks)
- Insert the following paragraph after paragraph one. (5 marks)

Anonymous uses tools such as the Low Orbit Ion Cannon or Slowloris to perform distributed denial-of-service (DDoS) attacks against its targets, with sympathetic Anons downloading the software to become part of a voluntary botnet.

Question 4

You have been asked to give a present as an ICT manager on the advantages of computerizing the company and networking all the offices.

- a) Prepare 5 slides where possible insert a chart or clip arts using different slide layout.
(10 marks)
- b) Use the slide sorter to re-arrange the order in which you would like the slides to be coming.
(2 marks)
- c) Format the slides by using the design template, color scheme and background colour.
(3 marks)
- d) Apply slide transition to all slides.
(5 marks)

Question 5

- (1) Switch on the computer system, load a spreadsheet application and enter the following and save it as question 5.
(5 marks)

	A	B	C	D
1	SALES ANALYSIS-OCTOBER 2012			
2	ITEM	SALES GROSS	DISCOUNT (10%)	SALES NET
3		K'000	K'000	K'000
4	Maheu	3000		
5	Sweets	2500		
6	Water	499		
7	Washing paste	4500		
8	Computer cleaning agent	662		
9	printer	800		
10	DVDs	320		
11	CDs	654		
12	Laptop	600		
13				
14	Maximum			
15	Minimum			
16	Average			
17	Count			
18				

- (2) Use merge and center tool to merge the title cells and ITEM as shown in the table.
(1 marks)
- (3) Using the inbuilt function, insert functions to calculate the minimum, maximum, average and count.
(8 marks)
- (4) Insert the function to calculate discount and sales net.
(6 marks)

Question 6

- (1) Load MS access on your computer and create the database called employee's database and save it in your folder. (4 marks)
- (2) Create the table called databank using table design with specified data types as follows

Label	Data type
Emp_name	Text
ID	Numeric(primary key)
Gender	Text
Start date	Date / time
Salary	Currency (zmk)
Age	number

- (3) Create a form in tabular design and use it to enter the data of 10 records. (5 marks)
- (4) Create a query to extract employees who are above 45 years old. (5 marks)
- (5) Create a report of the employees who are above 45 years old and the heading should be "retired Employees". (5 marks)