ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

HIGHER EDUCATION EXAMINATIONS COUNCIL (HEXCO)

NATIONAL CERTIFICATE

IN

BIOLOGICAL SCIENCE, BUSINESS STUDIES, HOSPITALITY, PHYSICAL SCIENCE

SUBJECT: Fundamentals of Information Technology (Practical)

PAPER NO: 310/19/S07B

DURATION: 3 Hours

MARCH/APRIL 2021 EXAMINATION

REQUIREMENTS

1. Storage device for each candidate
2. bond paper
3. computer with MS office
4. printing facility

INSTRUCTIONS TO CANDIDATE

1. Answer ALL questions.
2. Type your candidate number on all pages.
3. Submit both softcopy and hardcopy.

This paper consists of 4 printed pages.

QUESTION 1

(a)   Using font type Times New Roman and font size 12, type the following passage. Save and print a copy.   (10 marks)

Courtesy

It is said that, "handsome is what handsome does". It is important to be physically appealing but is no use unless it is complimented with courteous behaviour. One shouldn't reserve best behaviour for special occasions. A uniform set of social codes should be followed, that shouldn't discriminate between individuals one considers important or otherwise.

As Erastus Wilman says, "Nothing is ever lost by courtesy. It is the cheapest of the pleasures, cost nothing and conveys much. It pleases him who gives and him who receives and thus, like mercy it is twice blessed."

One must recognise other people's work, appreciate efforts. It is said that nine positive comments counter a single negative remark. Appreciation is always welcome from all quarters by everyone. Especially, freshers crave for appreciation for superiors, so superiors shouldn't be cutting in their remark about juniors.   Have realist expectations form other and one self, so that there is no confusion. Its best to be transparent and honest in dealings in order to be credible.

Conversation should be sprinkled with words like Thank You, Please, excuse me. Try to maintain eye contact with as many people as possible conversing.

Required:

(b)   Capitalise heading, change font to 24 and Arial Black.   (3 marks)

(c)   Change the font size of the entire document to 14.   (3 marks)

(d)   Drop cap at the beginning of each paragraph.   (3 marks)

(e)   Insert a header titled "Etiquette" and a footer with your candidate number.   (3 marks)

(f)   Insert a suitable picture at the end of the passage and ensure it fits on one page.   (2 marks)

(g)   Save and print a copy.   (1 mark)

QUESTION 2

(a) Create the following worksheet that gives year-wise sales figures of the salesman.

Save and print a copy.

(8 marks)

Salesman	2016	2017	2018	2019
Nokutenda	$1000	$1200	$2000	$5000
Thabiso	$1500	$18000	$5000	$6000
Munashe	$2000	$2200	$7000	$7000
Natalie	$3000	$3000	$10000	$8000
Nothando	$4000	$4500	$12500	$9000

(b) Calculate the total sale year-wise.

(4 marks)

(c) Calculate the total sales made by each salesman.

(5 marks)

(d) Calculate the commission of each salesman –if total sales is greater than $10000 then commission is 5% of total sale made by the salesman else it is 2% of total sale.

(5 marks)

(e) Insert a column chart representing the total sales made by each salesman. The title of the graph must be SALESMAN COMPARATIVE SCHEDULE.

(4 marks)

(f) Insert a footer with your candidate number.

(2 marks)

(g) Ensure your work fits on one page. Save and print a copy.

(2 marks)

QUESTION 3

Using a presentation package that you have learnt, create a 5 slide presentation to be used to educate students on pandemics such as COVID19 or SARS.

Include all relevant information and the use of coloured backgrounds is discouraged.

(20 marks)

Insert your candidate number as footer on all slides.

(3 marks)

Save as QUESTION3 and print a copy.

(2 marks)

QUESTION 4

(a)   Using a database package you are familiar with create a database called Fruits.   (2 marks)

(b)   Within the database create a table named FruitsTable using appropriate data types with the following structure and records. Print a copy.
(5 marks)

Supplier Name	Fruit Type	Cell number	City	Day supplied
Chiedza	Mango	0712 111 123	Mutare	Monday
Blessed	Banana	0773 000111	Harare	Tuesday
Ngwarai	Apple	0783 456789	Bulawayo	Wednesday
Natalie	Banana	012012012	Hwange	Thursday
Natasha	Orange	0774 164 164	Gwanda	Tuesday
Nothando	Lemon	0771 200 200	Gweru	Monday
Mzo	Avocado Pear	0719 800 300	Masvingo	Wednesday
Thdo	Banana	0713 100 101	Kwekwe	Sunday

(c)   Create a query using the FruitsTable to show all the fruits supplied on Wednesday. Save as WednesdayQuery. Print a copy.   (5 marks)

(d)   Create a query using the FruitsTable that shows all fruits which ends with the letter a. Save as LetterQuery and print a copy.   (5 marks)

(e)   Create a report that is based on the FruitsTable information. The report title must be Fruits Report and in landscape format. Save and print a copy.   (5 marks)

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