

Programme	Diploma in Information Technology
Module	Advanced PC Skills 2A
Module Code	PCS210
Module NQF Level	8
Credits	10
Test/Exam	Test Memorandum
Semester	1st
Date Written	25 April 2019

Total marks	100
Duration	2 Hours
Pass mark	50%
Weighting	20%
Examiner	Claudious Utete
Moderator	Francis Rampai

This question paper consists of **7** pages including the cover page.

REQUIREMENTS:

Learner Requirements: Stationery and Examination Answer booklet

Equipment Requirements: Computer with Notepad

This paper consists of:

1.	Section A:	20 marks
2.	Section B:	80 marks

ALL sections are **COMPULSORY**. It is in your own interest to write legibly and to present your work neatly.

PLEASE READ THE ASSESSMENT RULES AND REGULATIONS THAT FOLLOW

Learners are warned that contravening any of the examination rules or disobeying the instructions of an invigilator could result in the examination being declared invalid. Disciplinary measures will be taken which may result in the students' expulsion from Damelin.

ASSESSMENT RULES AND REGULATIONS

Please ensure that you have read and fully understand the following assessment rules and regulations prior to commencing with your assessment:

1. To be permitted access to the examination, a learner must arrive with:
 - an Identity Document or other official proof of identity (for example,
 - a student card, passport or driver's licence card with photo); and
 - the required exam stationery.
2. No learner may enter the examination room more than 30 minutes after the examination sitting has commenced and no candidate may leave the room less than one hour after the examination sitting has commenced.
3. No extra time will be allowed should a student arrive late.
4. All learners must sign the *Attendance Register* for the examination on arrival.
5. It is the responsibility of learners to familiarise themselves with the examination rules prior to sitting for the examination.
6. All examinations are to be written on the date and time officially stipulated by the College.
7. It is the responsibility of learners to ensure that they are writing the correct paper and that the question paper is complete
8. Cell phones must be switched *off* prior to entering the exam venue. Cell phones and wallets may be placed under candidates' chairs rather than at the front of the room.
9. Learners may not handle cell phones or wallets during the exam.
10. No weapon of any description may be taken into the assessment room.
11. All personal belongings are to be placed at the front of the examination room. Personal belongings brought to the examination are at the owner's risk.
12. Smoking is not permitted and learners will not be allowed to leave the examination room in order to smoke
13. Once the examination has commenced, all conversation of any form between candidates must cease until after candidates have left the room, after the examination.
14. *Only* the official College examination book, as supplied by the College, may be used.
15. Learners must ensure that their student number is written on the answer book.
16. Learners are responsible for ensuring that they follow the instructions in the examination for submitting their answers.
17. Please read the instruction appearing on the examination paper carefully
18. The number of every question must be clearly indicated at the top of every answer.
19. No pages may be torn out of the answer book. All question papers and scrap paper must be handed to the invigilator after the examination.
20. Learners finishing earlier are to leave the examination room as quietly as possible on the instruction of the invigilator and may not talk until outside the building where the examination is being written.
21. Only under exceptional circumstances will a learner be permitted to leave the examination room during the examination, and if the invigilator gives permission. An invigilator must accompany the learner. Only one learner at a time may be absent from the examination room.
22. Candidates may not act dishonestly in any respect.

SECTION A:
MULTIPLE CHOICE QUESTIONS

Select the correct answer from the options available.

In the provided answer book, write down the question number and the letter of the correct answer next to it.

For example: 1.1 D

Each question is worth one (2) marks.

QUESTION 1 **(20 marks)**

Learning outcomes: Understand the concept of design. Know the fundamentals of layout and design.

1.1	John works in an office and he is assigned with the task of preparing a document. He wants to shift the first line of all the paragraphs to the right. What should he do to accomplish the task?	(2)
	A. Apply Right Indent.	
	B. Apply Hanging Indent	
	C. Apply Left Indent.	
	D. Apply First Line Indent	
1.2	You work in an office and you are assigned with the task of creating a document. The document has to be shared with all the employees. You want to restrict the edit, copy, and print permission of all the shared users. What will you do to accomplish the task?	(2)
	A. Encrypt the document.	
	B. Restrict the permission for the document.	
	C. Mark the document as final.	
	D. Inspect the document	
1.3	Sam works as a marketing executive for TechPerfect Inc. He types a letter to send it to fifty persons. He has to prepare an envelope to send the mail to each person. What will Sam do to accomplish the task?	(2)
	A. Prepare individual envelopes.	
	B. Use Mail Merge.	
	C. Use building blocks.	
	D. Use a template.	
1.4	You have finished typing a document of about 500 pages and now you are reviewing it. You are currently on the fourth page. What will you do to quickly go to the last page?	(2)
	A. Use the Go To tool.	
	B. Use the Find tool.	
	C. Use the Replace tool.	
	D. Scroll the document and go to the last page.	
1.5	You are assigned with the task of typing a book which is of about 500 pages. You want that the page number should appear at the bottom of each page. What will you do to accomplish the task?	(2)

	<p>A. Create a header.</p> <p>B. Create a template.</p> <p>C. Create a footer.</p> <p>D. Type the page number on each page.</p>	
1.6	<p>You work in an office and you are assigned with the task of preparing a document with some pictures. Size of the document is very large due to the inclusion of the pictures. What will you do to reduce the size of the pictures?</p> <p>A. Use AutoCorrect feature.</p> <p>B. Make the pictures smaller in size.</p> <p>C. Restrict the permission.</p> <p>D. Compress the pictures.</p>	(2)
1.7	<p>Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?</p> <p>A. Use Split Cells option.</p> <p>B. Use Banded Columns option.</p> <p>C. Use Merge Cells option.</p> <p>D. Use Split Table option.</p>	(2)
1.8	<p>You work in an office and you are assigned with the task of typing a document. In the document some words have the same type of formatting. What will you do to ease the task of applying the same type of formatting to different words?</p> <p>A. Create a Quick Style.</p> <p>B. Create a theme.</p> <p>C. Select all the words together and apply the formatting.</p> <p>D. Create a template.</p>	(2)
1.9	<p>You review a document and you want to add some suggestions to a part of the document. What will you do to accomplish the task?</p> <p>A. Insert a footer.</p> <p>B. Enable Track Changes.</p> <p>C. Insert a caption.</p> <p>D. Insert a comment.</p>	(2)
1.10	<p>You are typing a document and you want others to know that it is a draft document. What will you do to accomplish the task?</p> <p>A. Insert a pull quote.</p> <p>B. Apply document background.</p> <p>C. Apply watermark.</p> <p>D. Make a template.</p>	(2)

SECTION B:
Question 2
[25 Marks]

Mrs Luutu is a house teacher in Hilltop College. Her school will be holding its inter-house MDD competition soon: Being a Day School, Mrs Luutu needs to put in extra time to perfect most of the activities. She intends to send special letters requesting parents to release their children on a non-schooling day for practice

The contents of the letter will be the same for all parents except for the parents' personal details and titles; Below is the letter to be sent and a table showing the personal details of the different parents

Hilltop College P.O.Box 124,
 NATETE
 13th November 2012

THRU: THE HEADTEACHER

TO: Parent/Guardian of: STUDENT'S NAME PARENT'S NAME PHONE NUMBER

Dear TITLE

RE: REQUEST TO RELEASE YOUR CHILD ON SAT 16TH NOVEMBER

As the annual Inter-House MDD competitions draw nearer, our house is devising means of increasing time for practice.

I hereby request you to release your GENDER on the above mentioned date, to enable us polish his/her performance as a CATEGORY.

We will be grateful for your positive response.

Yours faithfully,

.....
 Mrs. Luutu Betty

HOUSE MISTRESS – MBOIZI HOUSE

	Student's Name	Parent's Name	Phone Number	Title	Gender	Category
1	Okech Kate	Mr. Okech Moses	0703-232 522	Sir	Daughter	Dancer
2	Kale Angel	Ms. Nankya Percy	0772-545 333	Madam	Daughter	Actress
3	Ssali Ben	Mr. Ssali James	0752-562 418	Sir	Son	Actor
4	Bbaale Tonny	Mr. Bbuye Bob	0712-214 555	Sir	Son	Singer
5	Nambi Annet	Ms. Sonko Sally	0783-655 631	Madam	Daughter	Actress
6	Ladli Robert	Mr. Okidi Fred	0752-989 536	Sir	Son	Drummer

- (a) Type the letter and save it as Permit Letter-Your name. (5)
- (b) Create the table and save it as Permit table-Your Name (6)
- (c) Include a footer of your name and index No on the letter (2)
- (d) Using an appropriate Word Processing feature to link the table to the letter so as to generate 6 letters to the respective parents of the participants in Mr. Lubanga's House. (6)
- (e) Insert a printed watermark of the name of your school in the entire document. (3)
- (f) Set the left and right page margins to 1.5 inches. (3)

Question 3

[55 Marks]

3.1 Open the file named plans.docx.

a. Display the text from the paragraph beginning **We have done...** to the paragraph ending **...the forthcoming months.** in 2 columns of equal width, with 0.2 cm column spacing and a line between.

[4]

b. Insert a column break immediately before the text **We have appropriate....** [3]

c. Select the paragraph beginning Football is still... and create a paragraph style named Box based on the normal style with a border of your choice. [3]

d. Update the heading style named Heading 1 to match the heading New Stadium Research at the top of page 1. Save and close the plans file. [3]

3.2 Open the file named update.docx using the password stadium.

Remove the password to open the file and insert the password arena to modify the file. Save and close the update file. [5]

3.3 Open the file named survey.docx.

a. Edit the drop-down form field to the right of the text I am willing to take part in this survey displaying No to include Yes and ensure this displays as the first item in the list.

[4]

b. Using the password question restrict access to the document so that only the filling in of forms is allowed. Save and close the survey file. [2]

3.4 Open the file named query.docx. Modify the embedded object to ensure:

a. The figure for Quarter 1 Concerts is 105,000. [3]

b. The data in column F titled Total is also displayed in the document. Save and close the query file. [3]

3.5 Open the file named appendices.docx.

a. Promote the Appendices heading to Level 1. [3]

b. Remove the last subdocument appendix c and its associated text. Save and close the appendices file. [3]

3.6 Open the file named letter.docx.

a. Record a macro named letterhead stored in the letter document only to change the top and bottom margins to 5 cm. [5]

b. Save the letter file as a Word macro-enabled document and close.

3.7 Open the file named stadium.docx from your candidate drive

a. Find any paragraphs with paragraph spacing of 12 pt before and 0 pt after. Replace the formatting with 6 pt before and 6 pt after. [5]

At the top of page 1 apply multiple line spacing at 3.5 to the text New Stadium Proposal Document.

[2]

a. Delete the bookmark named situation. [2]

b. On page 3, at the end of the paragraph beginning The Draft Budget... insert a cross-reference as a hyperlink to bookmark text, which links to the bookmark budget. Save the stadium file.
[5]

∞*End of Question Paper*∞