



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

BUSINESS AND MANAGEMENT

SUBJECT: Computer Applications

PAPER NO: 500/15/S12

DURATION: 3 Hours

OCTOBER / NOVEMBER 2015 EXAMINATION

REQUIREMENTS

1. Computer
2. Printer
3. CD / DVD / Memory stick
4. Bond paper

INSTRUCTIONS TO CANDIDATE

Answer all questions.

This paper consists of 5 printed pages.

QUESTION 1

- a) Type the following passage as it is and make a print-out

Operating System: Android

Android is a mobile operating system based on the Linux Kernel. It has a user interface based on direct manipulation. Android is designed primarily for touch screen mobile devices such as smart phones and tablet computers with specialised user interfaces for televisions (Android TV) and cars (Android Auto).

The operating system uses touch inputs that loosely correspond to real world actions like:

- i) Swipping
- ii) Tapping
- iii) Pinching and
- iv) Reverse pinching

All these activities are used to manipulate on-screen objects.

(7 marks)

- b) Change the font of the entire passage to Times New Roman size 12.
(1 mark)
- c) Put the bulleted list to italics and change the bullets to non-numeric.
(2 marks)
- d) Underline with a bold line the phrase “touch screen mobile” in the first paragraph.
(2 marks)
- e) Change the passage heading to capital letters, size 14, font type Arial Black, colour, white with a black background
(5 marks)
- f) Insert a picture, reduced to a reasonable size, behind the text at the centre of the document.
(3 marks)
- g) Place your Candidate Number and course as a header.
(1 mark)
- h) Place a footnote on the word “tablet” with the caption “smaller than an ipad”.
(2 marks)
- i) Fully justify the passage and print in landscape format.
(2 marks)

QUESTION 2

- a) Design a mark sheet for a student as follows:

RESULT SLIP

STUDENT # : A001

NAMES : JABULANI BANDA

SUBJECT	PRACTICAL	THEORY	TOTAL GRADE
Computers	35	45	
Statistics	28	30	
Law	40	35	
Admin	45	38	
Marketing	20	19	
Total marks			
Total percentages			
Remarks			

- b) Calculate the total marks for each subject. (5 marks)
- c) Determine the grade with the following conditions:
- | | | | |
|-------------|---|---------------------|-----------|
| Distinction | - | 80% or more | |
| Credit | - | 60% - less than 80% | |
| Pass | - | 50% - less than 60% | |
| Fail | - | otherwise | (4 marks) |
- d) Calculate the total marks of all subjects and the total package (all subjects). (4 marks)
- e) Depending on the total percentage calculate the overall comment for the REMARK using the following conditions:
- | | | | |
|-------------|---|---------------------|-----------|
| Distinction | - | 80% or more | |
| Credit | - | 60% - less than 80% | |
| Pass | - | 50% - less than 60% | |
| Fail | - | otherwise | (8 marks) |
- f) Insert a header with your candidate number and a footer with your course. (2 marks)
- g) Save as your candidate number. Print a copy of the result slip. (2 marks)

QUESTION 3

- a) You are required to create a 3-slide presentation to college graduates at your institution. Choose appropriate slides suitable for the scenario. Use the given information:

Theme: Entrepreneurship and Empowerment

(1 mark)

Options upon course completion:

- Wage employment
- Entrepreneurship

(4 marks)

Differences

Wage Employment	Entrepreneurship
- you report to a boss	- you are your own boss
- you work for someone	- you work for yourself
- you can be fired	- you cannot fire yourself

Trends

Wage employment	30%
Entrepreneurship	40%
Indecision	30%

(10 marks)

- b) Create a fully labelled pie chart of the trends, no legend required.
- c) Put your candidate number as footer and print. (10 marks)

QUESTION 4

You are the leader of a newly formed club at a college. Members have submitted their details and you decide to put the information in database. Details are as follows:

Mhike Tomato,	NC,	Age 21,	Sport Netball,	Sex F
Mtsago Orange,	HND,	Age 39,	Sport Hockey,	Sex M
Nhedziwa Josh,	ND,	Age 40,	Sport Darts,	Sex M
Gwata Sarah,	NC,	Age 29,	Sport Tennis,	Sex F
Moyo Dudu,	ND,	Age 31,	Sport Basketball,	Sex F
Nkiwane Mdu,	HND,	Age 27,	Sport Athletics,	Sex M
Dlodlo Thoko,	ND,	Age 28,	Sport Soccer,	Sex F
Chemhura Milka,	HND,	Age 30,	Sport Volleyball,	Sex F
Chiruka Doink,	ND,	Age 21,	Sport Squash,	Sex M
Mwenga Tino,	NC,	Age 18,	Sport Pool,	Gender F
Mwedzi Kuda,	ND,	Age 24,	Sport Hockey,	Sex M

- Create a database with appropriate fields, enter the data and print out. (12 marks)
- Produce and print a list of club members whose names start with the letter "m". (8 marks)
- Produce and print a tabular report with the title HEALTH CLUB <your candidate number>. This report should not display COURSE level and AGE. (5 marks)

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