



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

**COSMETOLOGY, LIBRARY, MANAGEMENT STUDIES, MASS
COMMUNICATION, FINE ARTS**

**SUBJECT: Fundamentals of Information
Technology (Practical)**

PAPER NO : 310/19/S07B

DURATION: 3 hours

MARCH / APRIL 2022 EXAMINATION

REQUIREMENTS

**Computer with Ms Office, Printing device, bond paper, storage media for
each candidate**

INSTRUCTIONS TO CANDIDATES

- 1) Answer all questions**
- 2) Type your candidate number and booklet number on all sheets used.**
- 3) Submit both hardcopy and softcopy**

This paper consists of 4 printed pages.

PAPER NO: 310/19/S07B- FUNDAMENTALS OF INFORMATION
TECHNOLOGY (PRACTICAL)
QUESTION 1

Big data is a collection of data that is huge in volume, yet growing exponentially with time. It is a data with so large size and complexity that none of the traditional data management tools can store it or process it efficiently.

Big data is characterised by:

- Volume
- Variety
- Value

- a) produce the above passage and print (2 marks)
- b) Change the font of the entire document to Bookman Old tyle, size 12. (2 marks)
- c) Change to capital letters, make bold and centre the heading. (3 marks)
- d) change to italics the phrase "management tools" (2 marks)
- e) underline the word 'complexity' (2 marks)
- f) Remove the word "exponentially" from the passage. (2 marks)
- g) Fully justify the passage below the heading. (2 marks)
- h) Apply non-numeric bullets on the list. (2 marks)
- i) Insert a picture of your choice at the bottom of the document. (2 marks)
- j) Type your candidate number and course as a header, right aligned. (3 marks)
- k) Apply a simple boarder on the document and make a print out. (3 marks)

QUESTION 2

- a) Create the following worksheet and make a print out. (2 marks)

Service	No. Of clients	Cost per unit	Total sales
Haircut	17	0.80	
Shave	10	0.65	
Plaiting	21	1.20	
Relaxing	25	1.30	
Shampooing	30	1.50	
Nails	15	1.15	
Total of clients	X		
Average cost per unit		X	
Total of sales made			X

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- b) Calculate total sales for each service (2 marks)
- c) Calculate the total number of clients served (2 marks)
- d) Calculate the average cost per unit. (2 marks)
- e) Calculate the total of sales made (2 marks)
- f) Make all column headings bold, font type times new roman, size 12 (3 marks)
- g) Change the font of all service items to times new roman, size ten and italics (3 marks)
- h) Produce a fully labelled bar chart using the service and No. Of clients columns. (5 marks)
- i) Insert your candidate number and course as a header and make a print out. (4 marks)

QUESTION 3

- a) Create the following database called students portal

Student name	Course	Age	DOB
Thomas	Purchasing	17	27/08/00
Nomsa	Banking	20	17/09/00
Martin	Accountancy	14	08/08/04
Tunga	Purchasing	16	14/03/99
Mduduzi	Banking	18	07/06/01
Buhle	Accountancy	20	09/08/02
Nhlanhla	Marketing	19	13/10/04
Chenhamo	Banking	16	24/06/99

- b) Produce and print a list of students who do banking (5 marks)
- c) Sort the database by age in descending order- make a print out. (10 marks)
- d) Display and print a report that extracts all the data in the database with your candidate number as report title. (10 marks)

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TECHNOLOGY (PRACTICAL)

QUESTION 4

Use the following information to produce a 2-slide presentation for business people in your community

ICTs Workshop

Theme: Emerging technologies for business

Programme

- Artificial intelligence
- Internet of things
- Serverless computing
- Block chain
- 3D printing
- Big data
- 5G
- Quantum computing
- Robotics
- GPS

- a) Choose the appropriate slide layout for slide 1. (2 marks)
- b) Use Bookman Old Style font size 24 for the title and subtitles. (2 marks)
- c) Use a two content slide for the programme and enter the data appropriately. (2 marks)
- d) Use font type ARIAL ROUNDED, size 14 for the list. (2 marks)
- e) Apply numeric bullets on the lists of programme items (4 marks)
- f) Centre all slide headings (2 marks)
- g) Insert a picture in slide 1 (5 marks)
- h) Insert a slide number on each slide (2 marks)
- i) Enter a footer of your candidate number and course (4 marks)
-/fk