



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

**AUTOMOTIVE, CLOTHING, CONSTRUCTION, MECHANICAL,
PEDAGOGIC, PRINTING**

**SUBJECT: Fundamentals of
Information Technology**

PAPER NO: 310/19/S07B

DURATION: 3 Hours

NOVEMBER/DECEMBER 2022 EXAMINATION

REQUIREMENTS

1. Storage device for each candidate
2. Computer with MS office
3. Printing facility

INSTRUCTIONS TO CANDIDATES

1. Answer all questions
2. Type candidate number on all sheets used
3. Submit both hard and soft copy

This paper consists of 6 printed pages.

QUESTION 1

- a) Reproduce the passage below, font size 12 using Times New Roman. Save and print (5 marks)

Cybersecurity

Cybersecurity is the practice of protecting critical systems and sensitive Information from digital attacks. Also known as Information Technology (IT) security, cybersecurity measures are designed to combat threats against networked systems and applications, whether those threats originate from inside or outside of an organisation.

In 2020, the average cost of a data breach was USD 3.86 million globally, and USD 8.64 million in the United states. These cost responding to the breach, the cost of downtime and lost revenue and the long-term reputational damage to business and its brand.

Security systems complexity, created by disparate technologies and a lack of in-house expertise, can amplify those costs. Organisations with a comprehensive cybersecurity strategy, governed by best practices and automated using advanced analytics, artificial intelligence (AI) and machine learning can fight cyber threats more effectively and reduce the lifecycle and impact of breaches

- b) Centre the heading, underline it, italicise and change the font type to bookman old style (4 marks)
- c) Replace the word 'cybersecurity' with "internet security" (2 marks)
- d) Drop cap the first letter of each paragraph to span 2 lines (3 marks)
- e) Change the line spacing of the second paragraph to 1.5 and justify the paragraph (2 marks)
- f) Insert your candidate number as the header and course name as the footer (2 marks)

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- g) Embolden the first paragraph and change the font size to 14 (2 marks)
- h) Interchange paragraph one (1) and three (3) (2 marks)
- i) Insert a shadow boarder with dotted style (2 marks)
- j) Save and print (1 mark)

QUESTION 2

- a) Create a worksheet using any spreadsheet package with the following Information and print (5 marks)

Product	Price per kg(\$)	Quantity	Total Price
Egg plant	2	210	
Covo	4	250	
Leek	4	310	
Maize	6	140	
Potatoes	1.8	120	
Wheat	6	130	
Onions	5	165	
Cabbages	10	100	

- b) Insert a row at the top and type "FARM PRODUCTS", merge it across and centre it (4 marks)
- c) Given that Total price = Price per kg × Quantity. Calculate total price for all products (4 marks)
- d) Embolden the column headings and set the font size to 14 pts (2 marks)
- e) Add a row at the bottom and name it "Grand Total", Calculate total PRICE (2 marks)
- f) Sort the products in ascending order (2 marks)
- g) Insert a column chart to show the product and Total price respectively. Your graph should include a chart title "Product and Total". Fit the chart on the same sheet with the table. (5 marks)
- h) Print your work (1 mark)

QUESTION 3

- a) Create database called "Club 2020" and then create a table called
<type your candidate number> (2 marks)

Candidate	Subject	Sex	Age	Subscription
Chipo	Bakery	F	21	140
Joy	Tourism	M	18	160
Mdu	Accountancy	F	16	120
Thabo	Purchasing	F	20	100
Vela	Bakery	M	19	80
Ska	Tourism	F	18	130
Dudu	Accountancy	M	17	110
Dash	Motor Mechanics	M	16	90
Tino	Information Technology	F	15	70
Sihle	Accountancy	F	22	110
Mtho	Tourism	F	21	120
Denzel	Purchasing	M	18	150
Craig	Information Technology	F	19	120
Mike	Bakery	F	20	95

- b) Produce a print out of the Database (5 marks)
- c) Edit the records in the database as follows:
- i) Dudu is actually female who is doing Bakery, aged 20 and paid 100 in Subscriptions, amend the record (4 marks)
 - ii) Remove all the records for members doing Information Technology as a course (2 marks)
 - iii) Dash is infact a female aged 18 and doing Tourism, amend the record accordingly (3 marks)
- d) Produce a Print out of the amended database (1 mark)

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- e) Using the amended database, produce and print a list of members who are doing Bakery and Tourism, call it Hotel studies (3 marks)
- f) Sort the amended database by Age in Descending order and produce a print out (5 marks)

QUESTION 4

- a) Create a presentation on the impact of Covid-19 on the society

Slide #1

The Global public health emergency (2 marks)
Covid-19

Slide #2

Life during lockdowns

- Increase in food prices
- decrease in dietary diversification
- disrupted consumption patterns
- low levels of physical activities
- risk of obesity increased (2 marks)

Slide #3

Conclusion

Covid-19 induced lockdowns
Changed the health and life style (1 mark)
Patterns among people world-wide

- b) Use font type Bookman Old Style for the whole presentation, size 28 (2 marks)
- c) All slide headings to be in uppercase size 40 and aligned right (3 marks)
- d) Change the bullet style in slide #2 to numeric (1 mark)

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- e) Each slide should have the following:
 - i) Today's date
 - ii) Candidate number and course as a footer (9 marks)
- f) Apply a simple, non-colourful design on all the slides (3 marks)
- g) Save and print the presentation (2 marks)

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