



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

HRM, TRANSPORT, MARKETING, HEALTH, PAYROLL

**SUBJECT: Business Computing and Digital
Literacy**

PAPER NO: 310/22/M04

DURATION: 3 hours

MAY/JUNE 2024 EXAMINATION

REQUIREMENTS

1. Storage device for each candidate.
2. Computer with Ms-Office.
3. Printing facility.

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 6 printed pages.

QUESTION 1

Type the following passage. Save and print a copy.

(3 marks)

Local bus assembly begins

A consortium of public transport operators, Amalgamated Bus Industries (ABI), has secured a US\$35 million loan to revive two local bus manufacturing companies. This raises expectations that the Government will have a ready supplier of coaches to boost the mass public system. The latest development come as 100 new buses acquired by the Zimbabwe United Passenger Company are set to arrive in Durban on Thursday en-route to Harare.

The funding-secured from Chinese financiers – will be used to support vehicle assemblers AVM Africa and Quest Motor Corporation, who will in turn have the capacity to assemble 500 buses annually. The two companies will be paid US\$12 000 to assemble a single bus unit upon being supplied with assembly kits shipped from China through the facility. The buses will ultimately cost US\$75 000. ABI has now requested the Government through ZUPCO, to commit to purchasing up to 60% of the coaches.

The government, which plans to establish a modern mass public transport system, has already committed to begin acquiring locally assembled public service buses with a sitting capacity of at least 60 passengers starting next year. ABI Finance Director Mr Kura Sibanda told The Sunday Mail that all was set for production to begin. The consortium comprises 90% of local bus operators.

“We have entered into partnerships with Quest and AVM Africa after we secured a loan from our Chinese friends to import kits”, he said. “So now we are waiting for the government because we have submitted a proposal to them. The proposal is that we either directly supply ZUPCO with buses and have an arrangement where we can run the franchise. Or we can sell to government because the challenge for us we do not have a market that can absorb the amount of buses we would like to produce yet. But we know that government has that capacity”.

Required:

- i) Bold, centre, align the main heading. (2 marks)
- ii) Drop cap the first letter of the first paragraph. (1 mark)
- iii) Justify all the passages. (4 marks)
- iv) Change the line spacing of the passage to 1.5 line spacing. (4 marks)
- v) Insert a page border on the whole document. (1 mark)
- vi) Insert a watermark with the title ZUPCO. (1 mark)

- vii) Insert a header with your course and a footer with your candidate number. (2 marks)
- viii) Change the font type of the whole passage to Bookman Old Style. (4 marks)
- ix) Paragraph number 2 must be placed in two columns. (2 marks)
- x) Save as YourCandidateNumberQtn1 and print a copy. All work must fit on one page. (1 mark)

QUESTION 2

Using a presentation package you have learnt, create the following slide:

- a) Slide 1

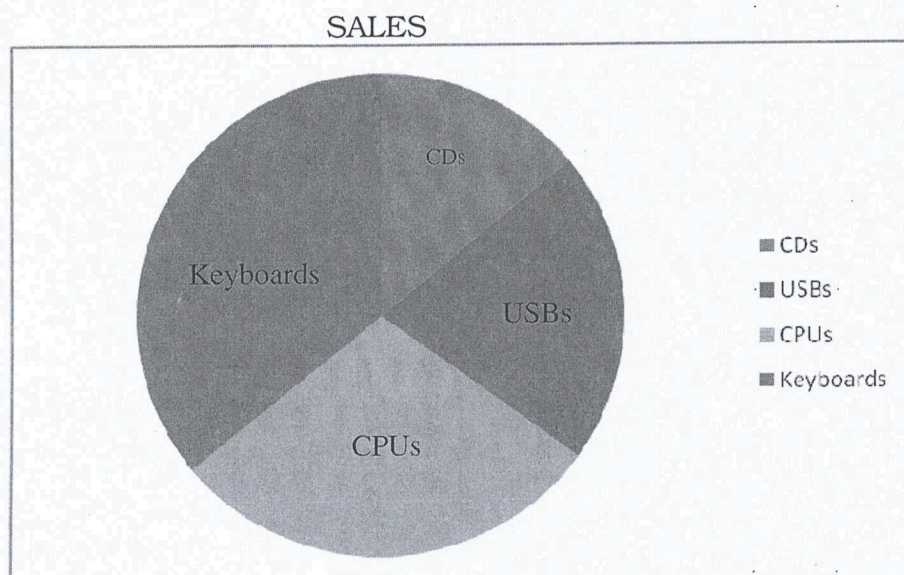
Advantages and disadvantages of the internet

Advantages	Disadvantages
Source of information	Waste of time
Source of entertainment	Privacy exposure
Online shopping	Not safe for children
Cloud storage	Money fraud

(5 marks)

- b) Slide 2

Computer Accessories Sales



(5 marks)

c) Slide 3

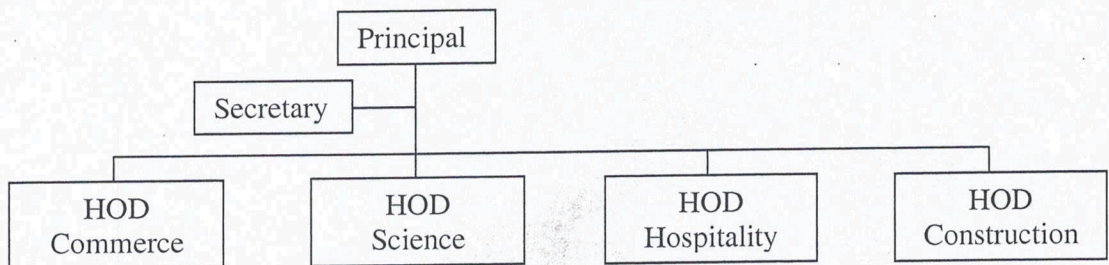
Student Coursework Marks

Name	Mark 1	Mark 2
Precious	56	42
Terrence	45	50
Adele	55	60
Mandla	60	35

(5 marks)

d) Slide 4

College Management



(4 marks)

e) Insert your candidate number as a footer on all the slides.

(4 marks)

f) Save as Question2 and print all slides.

(2 marks)

QUESTION 3

a) Enter the given worksheet in a spreadsheet package. Save and print.

(4 marks)

Pupil Name	Cala 1	Cala 2	Cala 3	Course work	Exam Mark
Mapho Rudo	90	95	100		90
Mapiye Nyasha	85	98	96		70
Rudhaka Tino	84	79	99		82
Mbiri Tafara	95	82	99		70
Mapundo Tende	86	86	86		90
Gura Joyline	98	100	80		55
Jera Moila	85	89	94		75
Mapa Kuda	85	90	96		67

b) Insert two columns after "Exam Mark" and type "Calculated Exam Mark" and "Final Mark" and wrap text them.

(3 marks)

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- c) Given that: Coursework = 25% of the 3 Calas and calculated exam mark = 75% of the exam mark. Use formula to calculate:
- i) Course work mark for each pupil (4 marks)
 - ii) Calculated exam for each pupil (4 marks)
- d) Calculate the final mark as course work + calculated exam mark. (4 marks)
- e) Insert a row at the top and type the heading “Cala Marks for I. T., bold and merge and centre it. (4 marks)
- f) Save and print. (2 marks)

QUESTION 4

- a) Create the following database using an appropriate data type for each field:

Database Name= Qn4 and Table =<Candidate Number>

Student name	DOB	Sponsor	Sex	Paid (\$)
Flo	18/05/87	Higher Life	F	18 000
Mdu	15/04/86	Young Life	M	17 000
Ska	28/02/99	Scholarship	F	0
Jabu	05/07/82	Self	M	1 500
Joy	06/10/88	Self	F	1 700
Bushes	01/12/99	Scholarship	M	0
Buhle	11/09/96	Higher Life	F	18 000
Stress	02/03/94	Higher Life	M	18 000
Fight	08/06/92	Higher Life	F	1 700
Stha	26/05/93	Self	M	14 000
Themba	30/09/95	Higher Life	F	18 000
Tonga	21/10/96	Scholarship	M	0
Noma	13/11/92	Scholarship	F	0

- b) Produce a printout of the database. (5 marks)

Make the following changes to the database:

- i) Field name “Sex” to read “Gender”. (2 marks)
- ii) Field name “Fees Paid” to read “Tuition”. (2 marks)

- c) Make the following changes to the records:
- i) Stha is supposed to be female and sponsored by Higher Life and so her fees is supposed to be 18 000. Amend the record. (3 marks)
 - ii) Remove records for students who did not pay fees. (4 marks)
- d) Produce a list of students who are sponsored by Higher Life. Print. (5 marks)
- e) Sort the database in ascending order of student names and make a printout. (4 marks)

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