



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

**TOURISM AND HOSPITALITY MANAGEMENT, FOOD AND BEVERAGE
MANAGEMENT, BAKING TECHNOLOGY AND MANAGEMENT,
PROFESSIONAL COOKERY**

SUBJECT: Computer Applications

PAPER NO: 534/15/S08

DURATION: 3 Hours

OCTOBER/NOVEMBER 2017 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

Answer all questions.

This paper consists of 3 printed pages.

QUESTION 1

Explain the steps followed to achieve the following in MS Word:

- a) Find and Replace a word (3 marks)
- b) Insert a 3 column × 5 row table (3 marks)
- c) Insert a water mark (3 marks)
- d) Perform spelling and grammar check (3 marks)
- e) Justify text (3 marks)

QUESTION 2

- a) Give and explain any three advantages of spreadsheet packages like MS Excel. (6 marks)
- b) How can a user achieve the following spreadsheet tasks:
 - i) Put a cell comment (3 marks)
 - ii) Generate a pie chart (3 marks)
 - iii) Put a formula to calculate the sum in a range of cells. (3 marks)

QUESTION 3

- a) Define a computer virus. (2 marks)
- b) Describe the following terms as used in computer ethics:
 - i) Computer hacking (3 marks)
 - ii) Spreading of viruses (3 marks)
 - iii) Computer fraud (3 marks)
 - iv) Computer piracy (3 marks)

QUESTION 4

- a) Write the following networks in full and explain each of them.
 - i) LAN (2 marks)
 - ii) WAN (2 marks)
 - iii) MAN (2 marks)
- b) Define the term Internet. (2 marks)
- c) Give four (4) requirements for connecting to the Internet. (4 marks)
- d) Draw a star network topology and label correctly. (3 marks)

QUESTION 5

The Internet facilitates Ecommerce, which inturn has benefits to both organisations and consumers. Give five benefits to the organisation and five benefits to the consumer. (10 marks)

QUESTION 6

- a) Define the following terms as they are used in MS Publisher:
- i) Frame (2 marks)
 - ii) Handles (2 marks)
 - iii) Template (2 marks)
- b) Outline the steps you would take to create a calendar publication in MS Publisher. (10 marks)

QUESTION 7

Briefly explain how you would do the following in MS PowerPoint.

- a) Delete a slide (1 mark)
- b) Copy a slide (1 mark)
- c) Paste a slide (1 mark)
- d) Move a slide (1 mark)
- e) Insert a chart to a slide (1 mark)

QUESTION 8

- a) Define the following and explain their use in MS Access.
- i) Tables (2 marks)
 - ii) Queries (2 marks)
 - iii) Forms (2 marks)
 - iv) Reports (2 marks)
- b) Identify two methods of creating a database. (2 marks)

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