



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

INFORMATION TECHNOLOGY

**SUBJECT: Computer Operations and Packages PAPER NO: 317/18/ S03B
(Practical)**

DURATION: 3 Hours

MARCH/APRIL 2022 EXAMINATION

REQUIREMENTS

1. Computer with Office, Accounting and graphics packages.
2. Storage medium for each candidate.
3. Printing facility.

INSTRUCTIONS TO CANDIDATE

1. Answer all questions.
2. Submit both soft copy and hard copy.

This paper consists of 5 printed pages.

QUESTION 1

Using Ms DOS perform the following tasks and print all the screen shots.

- a) Show current date. (1 mark)
- b) Make directory called FRUIT. (2 marks)
- c) Create three (3) directories in FRUIT namely GRAPES, MANGOES and ORANGES. (3 marks)
- d) List all directories in FRUIT. (2 marks)
- e) Change FRUIT DIRECTORY TO APPLES and list all the directories in APPLES. (2 marks)

QUESTION 2

- a) Type the following passage using font type Times New Roman, size 12, line spacing 1.5 and save as Extract and print. (7 marks)

An Extract of Albert Einstein

In a single year of his 20s, Albert Einstein published papers explaining the photoelectric effect, Brownian motion, special relatively and $E = mc^2$. In his 30s, he lived through World War 1 and came up with the theory of general relatively. In his early 40s he won a Nobel Prize.

Today a new window opened into this early period of Einstein's life. Princeton University Press, working with the Einstein papers Project hosted at Caltech, has made freely available online more than 5000 documents from Einstein's first 44 years. The annotated documents are available in their original language and translated into English. They include these scientific papers but also professional letters to and from colleagues and personal notes to and from friends and family between the years 1879 to 1923.

The field of physics was different then, Kormos – Bushwald says. In 1900, there were only about 1000 physicists on the planet. Today that number makes up only about a third of a single experiment at the large Hadron Collider. "Einstein wrote a lot about his work in his private correspondence" she says. "If you only look at his letters with Bohr and Schrodinger and Planck, you don't get an idea of his day-to-day activities and his impressions of other people."

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- b) Insert your candidate number as a diagonal water mark. (2 marks)
- c) Apply a grey text highlighter on the following phrase “Einstein wrote a lot about his work.” (2 marks)
- d) Indent the first paragraph using the Hanging. (2 marks)
- e) Change $E = Em^2$ to $E = mc^2$ (2 marks)
- f) Save as Extract2 and print.

QUESTION 3

- a) Create the spreadsheet below as it is, save it as Qn2a and print. (7 marks)

NAME	Age (years)	Age (description)	Shoe size	Shoe size description
Madziwa Zivai	21		6	
Chiro Donald	13		2	
Kapenzi Leonard	23		9	
Nhema Ireen	20		4	
Paswa Rumbi	12		2	
Mutadza Patie	14		5	
Charenda Tapiwa	06		8	
Zano Kayla	15		7	
Mungo Linnet	11		3	
Modal shoe size				
Median age				

- b) Age description given that less than or equal to 18 years = “CHILD” and anything beyond = “ADULT”. (4 marks)
- c) Calculate: (1 mark)
- i) Median age (1 mark)
- ii) Modal shoe size
- d) Insert a column graph using NAME, AGE, SHOE SIZE and save it as Qn2b and print. (5 marks)
- e) Produce a formular sheet and print. (2 marks)

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QUESTION 4

- a) Design a database called FRIENDS and create the table below called TFRIENDS and print.

SURNAME	F NAME	GENDER	B DATE	ALLOWANCES (USD)
Muti	Sam	M	12 09 89	120.50
Matamba	Fiona	F	11 29 78	89.45
Zimunya	Simba	M	09 29 77	76.36
Chiro	Henry	F	01 31 80	139.35
Jena	Wonai	M	02 28 76	50.89
Nhema	Joy	M	06 12 91	133.46
Bunjira	Grey	M	03 27 79	99.35
Hondo	Taurai	M	09 09 89	101.25
Daka	Leon	F	10 10 79	37.49
Biriri	Boy	M	07 07 77	156.78
Svosve	Viona	F	12 12 88	250.37

(5 marks)

- b) Create a query showing all male friends with an allowance of more than 80.00 and save as QFriends and remove space. (3 marks)
- c) Create a query report of QFriends and save as QReport and print save and print. (2 marks)
- d) Create, a query called QMonths of everyone who was born between 1970 and 1985. (3 marks)
- e) Design, save and print a form that will be used to capture all the fields of the table as FMonths. (2 marks)

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QUESTION 5

Using a DTP package create your college event flyer. The flyer should include date of event, location and description of the event. Marks will be awarded for creativity. Save and print. (10 marks)

QUESTION 6

a) Prepare a 3 slide presentation about sales details of a company.

i) Slide 1: Title slide and write Soft Glory Sales. Insert a circle autoshape on the slide titled circle. (2 marks)

ii) Slide 2: Tabulate the following:

ITEM	SALES QTY
Hard disk	2000
CPU	3500
Mouse	2400
Keyboard	1250

(4 marks)

iii) Slide 3: Using the table above create a bar diagram. (4 marks)

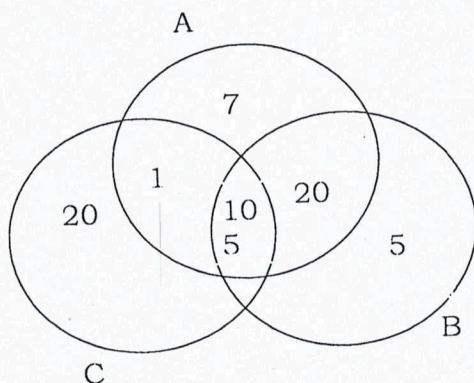
b) i) Using an accounting package create a company called Danteda Real Estate with:

Address: No 6 Toronto Avenue, Braeside, Harare, email, contact number, Website Address, Income tax first Month April. (5 marks)

ii) Add a supplier with the following details, company name, surname, name, address, contact person (5 marks)

QUESTION 7

Using any graphics package create the following venn diagram. Save and print.



(10 marks)

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