



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

**BIOLOGICAL SCIENCES, BUSINESS STUDIES, HOSPITALITY AND PHYSICAL
SCIENCE**

**SUBJECT: Fundamental of Information
Technology**

PAPER NO: 310/19/S07B

DURATION: 3 Hours

MARCH/APRIL 2023 EXAMINATION

REQUIREMENTS

1. PC
2. Printer
3. Storage media
4. Bond paper

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

- a) Type the following passage in Agency FB, font size 12 and make a print out. (4 marks)

Digital marketing is often confused with online marketing. Digital marketing is the process of promoting a brand, service or product on the internet. Put simply, digital marketing differs from traditional marketing in that it involves the use of online channels and methods that enable business and organisations to monitor the success of their marketing campaigns, often in real time, to better understand what does and doesn't work.

The 21st century has witnessed the development of a web presence in most companies. E-mails were common place and there was technology allowing people to manage this fairly easily. Customer relationship management (CRM) systems had been in place for some time to manage databases. Some companies were placing banners on websites with a similar approach to press advertising. All of this was online marketing and, in time, online marketing teams and specialists would begin to appear (Kingsnorth, 2016)

- b) Change the line spacing of the whole document to 1.5 line spacing. (1 mark)
- c) Apply art page boarder around the passage. (2 marks)
- d) Insert heading "What is digital marketing" at the top, font size 20, font style Lucida handwriting. (3 marks)
- e) Insert your candidate number as the header and course name as the footer. (2 marks)
- f) Italicise the last paragraph. (1 mark)
- g) Insert a 4 point star shape between paragraph 1 and paragraph 2. (3 marks)
- h) Drop cap the first character of every paragraph to 3 lines. (3 marks)
- i) Divide the first paragraph into two columns with a line between. (3 marks)
- j) Apply a diagonal watermark. (2 marks)
- k) Print a copy. (1 mark)

QUESTION 2

- a) Using a database package you are familiar with, create a database called MUSIC. (2 marks)
- b) Create a table, called ALBUMS using the data given below. Make AlbumID the primary key. Print. (7 marks)

AlbumID	AlbumName	Release Date	Genre	Sales (\$)
1	Powerslave	3/9/1984	Rock	\$1000
2	Powerage	5/5/1978	Rock	\$ 750
3	Crimes of passion	5/8/1980	Rock	\$ 900
4	Kind of blue	17/8/1959	Jazz	\$ 1500
5	Couldn't stand weather	15/5/1984	Blues	\$ 350
6	Some where in time	29/9/1986	Rock	\$ 820

- c) Create a query called GENRE which displays AlbumID, AlbumName, Genre for all albums whose genre is 'rock'. Print. (4 marks)
- d) Create a query showing all fields for albums released before 1980. Print. (2 marks)
- e) Create a tabular report called 'PRE-INDEPENDENT ALBUMS' showing Albums released before 1980. Print. (4 marks)
- f) Create a tabular report based on the ALBUMS table and call it ALL ALBUMS RELEASED. Print. (6 marks)

QUESTION 3

- a) Using a spreadsheet package, reproduce the table below and save the work sheet as 'Zimbabwe Statistical Data'. Insert a header with your candidate number and print a copy. (5 marks)

Province	2002	2012	2022	TOTAL
Bulawayo	3500	5500	6100	
Harare	14500	15500	25000	
Mashonaland East	6200	7200	8700	
Mashonaland West	14800	15000	16600	
Mashonaland Central	2500	3580	4950	
Masvingo	14700	18800	22000	
Matebeleland North	5200	5540	6900	
Matebeleland South	4500	4800	5200	
Midlands	16000	17000	21000	
Manicaland	13500	14900	15100	
Total				
Average				

- b) Insert a heading "Zimbabwe Statistics (2002 – 2022)", font size 14, merge and centre. (4 marks)
- c) Bold the column headings. (1 mark)
- d) Using appropriate formulars, calculate the totals per province and sort from largest to smallest. (6 marks)
- e) Calculate the totals and average statistics year wise. (3 marks)
- f) Create a well labelled graph with 2022 statistics. (5 marks)
- g) Save and produce a print out. (1 mark)

QUESTION 4

As a Public Relations Officer of your Institution, you have been tasked by the Vice Principal to make a presentation on various courses offered at your college. Using any presentation package of your choice, design the presentation.

a) Slide 1

Title only slide – Courses offered

(2 marks)

Slide 2

Various courses per division

Applied Arts

Art and Design

Clothing Design

Cosmetology

Hospitality

Applied Sciences

Chemical Engineering

Food Science

Horticulture

Animal Production

(5 marks)

Slide 3

Various courses per division

Commerce

Business Studies

Management Studies

Office Management

Records Management

Engineering

Automotive

Mechanical

Civil

Electrical

(5 marks)

Slide 4 – Title slide

Entry requirement

5 'O' Levels including English and Mathematics for all Engineering courses. NB: Some courses don't require Mathematics and one can consult the relevant departments for further details

(3 marks)

Slide 5 – title only slide

Thank You!

(2 marks)

- b) Centre, capitalise, font size 44, Algerian for the main heading. (4 marks)
- c) Insert a footer for your candidate number for each slide. (2 marks)
- d) Bold all the subheadings in slide 2 and 3. Save and Print. (2 marks)

...../pm