![Africa University logo]

AFRICA UNIVERSITY

(A United Methodist-Related Institution)

"Investing in Africa's Future"

COLLEGE OF BUSINESS PEACE, LEADERSHIP & GOVERNANCE

COURSE TITLE: HIT100– Introduction to Information Technology

1st SEMESTER: FINAL EXAMINATION 1 2018

LECTURER: MR J.CHINZVENDE

TIME: 2 HOURS

INSTRUCTIONS

Answer questions instructed in each section

Start **each** question on a new page.

The marks allocated to **each** question are shown at the end of the section.

Create a folder on your desktop and put your student number as the name of the folder (for example 170708)

Credit will be awarded for logical, systematic and neat presentations.

Section A Microsoft Word [30 marks]

Type the text below as it is and save in your folder at the desktop. The name of the file should be your **student number**   [10]

Matriculation Process

- **What is Matriculation?**
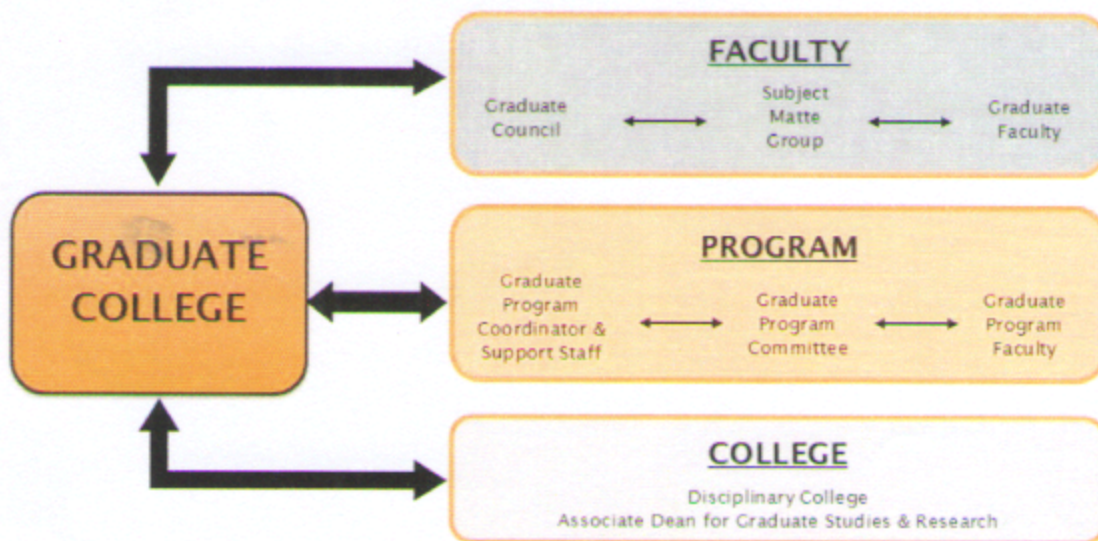
    ◆ Matriculation is a University-mandated process to assist you in planning, choosing, and achieving your educational goals.

    ◆ Its an agreement between the University and you, to work toward your success.

    ◆ Mathematics students can assist on equations below

- Student Assistance in Mathematics

    The equation is of the form ax 2 + bx + c = 0 where 'a' 'b' and 'c' are arbitrary constants. The solution to the equation is given by

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

- Student Assistance in Drawing

FACULTY

Graduate Council ⟷ Subject Matte Group ⟷ Graduate Faculty

GRADUATE COLLEGE

PROGRAM

Graduate Program Coordinator & Support Staff ⟷ Graduate Program Committee ⟷ Graduate Program Faculty

COLLEGE

Disciplinary College
Associate Dean for Graduate Studies & Research

■ **Student assistance in tables**

Admission	Assessment	Orientation	Counseling	Follow ups	Deployment
Academic Affairs	College Lecturers	Dean of Students			Required Required
Web Developer	SEngineer	Expertise	Required		Relevant Resolution
Above is the list of stages and relevant people:					

■ **10 Tips for success**

1. Assess your priorities
2. Get print-out of your schedule
3. Know important deadlines
4. Make appointment to see counselor to do an educational plan
5. Take advantage of resources and services

6. Get to know your instructors
7. Monitor your progress during the semester
8. Interact with classmates, form study groups
9. Get involved on campus
10. Get a printout of your grades once semester ends

a. Bold ,underline and make the heading 'heading 1'   [01]
b. Make the all sub heading 1 to 5 sub heading 'heading 2'   [01]
c. Insert a table of content above the main heading of the paragraph   [01]
d. Insert your Surname as a watermark   [01]
e. Perform word count for text in paragraph one and enter the details below it   [01]
f. Insert your Student number as footer and 'HIT100' as page header   [01]
g. Inset a hyperlink to www.africau.edu on the main heading   [01]

SECTION B [10 marks]

Design a Microsoft power point using the topic 'Matriculation Process 'from Section A above.
The presentation should have the following
  a. At least five slides including introduction and conclusion
  b. Each slide should have a slide number and your student number as footer
  c. Theme and background style
  d. Slide transitions
  e. Animations and Rehearsal timing.   [10]

SECTION C Microsoft Excel [30 Marks]

SECTION C Microsoft Excel Part 1 [10 Marks]
 Open Microsoft excel and type the following on sheet 1 ,NB No in cell A1 ,Name B1 etc

Below are the marks obtained by Management students in their courses

	A	B	C	D	E	F	G	H	G
1	Name	Gender	HIT100	TEV200	HPO112	Total	Average		
2	Tendai	M	80	60	60				
3	Mary	F	70	50					
4	John	F	70	65	65				
5	Peter	M	80	60	90				
6	Roy	M		80	90				
7	Keith	M	90	60	55				
8	Dennis	M	80	50	90				

  a. Find the total of the marks to the nearest whole number in column F   [02]
  b. Find the average of the marks in column G   [01]
  c. Use formulae to find the days of sales by a student in column H   [01]
  d. Sort the averages in column G from the highest to the lowest   [01]
  e. Validate column A to allow text only between 3 and 20   [01]
  f. Validate column C to allow numbers only between 0 and 100   [01]
  g. Insert a column graph of Name against HIT100 marks   [01]
  h. Use functions to count number of males and females column A   [01]

i. Insert formula in column G to show 'Good' if total marks in column F are above 200 otherwise 'Bad' [01]

j. Save file work in your folder on the desktop as 'Section C   in sheet 1 [01]

SECTION C Microsoft Excel Part 2 [20 Marks]

Type the following on sheet 2. **NB** Year is in cell 'A1' and the rest follows suite

	A	B	C	D	E	F	G
1							
2	Semester	Year	Course Code	Credit Hours	Grade	Weight	
3			HCS101	3	A	4	
4			HFR100	3	B	·3.2	
5		1st Year	HIT100	3	B-	2.9	
6			TEV100	3	A	4	
7			SCHrs			SWPts	
8			CCHrs			CWPts	
9			GPA				
10	1		CGPA				
11							
12			HFR200	3	A	4	
13			HIT200	3	B	3.2	
14			TEV200	3	A	4	
15			SCHrs			SWPts	
16			CCHrs			CWPts	
17	2		GPA				
18			CGPA				

a. Design the table above in Microsoft Excel [03]

b. Calculate the Semester Credit hours(SCHrs) in cells D7and D15 [01]
c. Calculate the Cumulative Credit Hours (CCHrs) in cells D8 and D16 [01]
d. Calculate the Semester Weighted Points (SWPts) in cells G7 and G16 [01]
e. Cumulative Weighted Points (CWPts) in cells G8 and G16 [03]
f. Calculate Grade Point Average (GPA) in cells D9 and D17 [03]
g. Calculate Cumulative Grade Point Average in cells D9 and D18 [03]
h. Round off the GPA and CGPAs to the 2 decimal places [01]
i. Draw a bar graph of course Code against Weights for 2nd semester [04]

Save your work in your folder on the desktop in 'SECTION C on sheet 2

SECTION C Microsoft Access [40 Marks]

a. Design a Tourism management system database using the following information

Tourist

Field	DataType	Field
IDNumber	Text	10
TouristName	Text	20
DateOfBirth	Date/time	

Destination

Field	DataType	Field
DestinationCode	Text	10
DestinationName	Text	20
Cost	Real	

TravelCost

Field	DataType	Field
TravelID	Autonumber	
IDNumber	Text	10
DestinationCode	Text	10
TravelDate	dateTime	short

NB IDNumber and DestinationCode fields should be lookup fields from the respective tables
[20]

b. Design forms and enter the following data into the respective tables [10]
Enter the following records into the **Tourist** table

IDNumber	TouristName	DOB
T001	Samson	12/09/1997
T002	Enita	04/06/1992
T004	Clara	11/12/1988
T003	Thomas	06/09/1985

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T005	Ellen	17/05/2003

Enter the following records into the **Destination** table

DestinationCode	DestinationName	Cost$
D001	Victoria Falls	10
D002	Tanzania	15
D003	Matopo	30
D004	Cape Town	80

Enter the following records into the **TravelCost** table

TravelID	TouristID	DestinationCode	TavelDate
001	170159	D001	01/08/2018
002	170160	D102	11/09/2018
003	170158	D100	07/10/2018
004	170149	D200	11/12/2018
005	170157	D100	22/12/2018

    a. Design a query to get ALL **Destinations** costing less than $30
    b. Design a query to get TouristName, DOB WHERE DOB is equal to 12/09/1997
    c. Design a query to get TouristName ,DestinationCode, DestinationName, TravelDate WHERE TravelDate IS NOT equal to 07/10/2018
    d. Design a report for the allocations   [10]