COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE

NCIS 102: MICROCOMPUTER APPLICATIONS

END OF FIRST SEMESTER EXAMINATIONS

NOVEMBER 2022

LECTURER: MRS L. TEMBANI-FUNDISI

DURATION: 3 HOURS

INSTRUCTIONS

Answer **All** Questions

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

Create a folder on your desktop and put your student number as the name of the folder (for example 210708)

SECTION A Microsoft Word Word [50 marks]

Part A

a) Open sample file called **research project.docx** and make changes on the file

   i) Each Chapter should start on a new page   **[2 Marks]**

   ii) Format heading of chapters using Heading 1(Tahoma, Bold, 14px, Black) for Chapter headings, sub-headings using Heading 2(Arial, Bold, 12px, Black) and sub-sub-heading (Times New Roman, 12px, Black)   **[8Marks]**

   iii) Format content body to be Times New Roman, font-size 12px, justification and line spacing 2.0   **[2 Marks]**

   iv) Add caption on all figures using letters (e.g. Figure A)   **[6Marks]**

   v) Add caption on all tables using numbers (e.g. Table A)   **[6Marks]**

   vi) Generate page numbers in **roman numerals only**   **[2 Marks]**

   vii) Generate Table of contents, list of tables and list of figures   **[4 Marks]**

   Save file as My Research.docx in your answer folder

Part B

b) Open the file called **attachment letter.docx** from your documents provided. Use the document as the formal letter for a mail merge. Create a data source of at least 7 students and use it to merge with the attachment letter.docx formal letter. Save the data source in the folder you created on your desktop

Merge the data source file with the letter to create a mail-merged document showing all the addressees you created.
Save the mail merge document as merge.docx to your answer folder.

                                            [20 Marks]

SECTION B Microsoft Excel [50 marks]

Part A

   a. The Table below show a mark sheet for NCIS102 coursework. Type the sheets in ms excel as it is eg name in cell C1

	A	B	C	D	E	F	G	H	I
1	No	RegNo	Name	FirstName	Surname	Gemder	Mark	Grade	Email Address
2	1	17001	Sarudzai Machawira			F	60		
3	2	17002	Samantha Sango			F	65		
4	3	17003	Charity DZIMBA			F	70		
5	4	17004	Tivevimbo Chikaka			F	75		
6	5	17005	Mufaro Mafikeni			M	65		
7	6	17006	Daniel Phiri			M	70		
8	7	17007	Wisdom Semani			M	80		
9	8	17008	Nyasha John			M	65		
10	9	17009	Mwila Chingangu			M	70		
11	10	17010	Nakai Macheka			F	56		
12					Total Males				
13					Total Females				
14									
15	Table 2	Mark Ranch	81 to 100	71 to 80	51 to 70	41 to 50	0 to 39		
16		Grade	A	B	C	D	F		
17									

   a. Use the text to column C to fill in the FirstName and Surname sections **[4Marks]**
   b. Use the count function to find total number of males and females   **[4 Marks]**
   c. Use the IF functions to find the Grades for columns H   **[5 Marks]**

d. Design the email address using surname + initial @africau.edu **[5 Marks]**

e. Validate column A to allow text and column C to allow numbers only **[5 Marks]**

f. Insert a bar graph of students against marks **[4 Marks]**

Save your work as Section B One in your answer folder

Microsoft Excel

 Part B

	A	B	C	D	E	F	G	H
1	No	Date	Region	Rep	Item	Units	Price	Total
2	1	1/1/2019	East	Hazel	Pencil	95	200	
3	2	1/2/2019	Central	Hopewell	Binder	50	20	
4	3	1/3/2019	Central	Josephine	Pencil	36	5	
5	4	1/4/2019	Central	Karen	Pen	27	20	
6	5	1/5/2019	West	Kundai	Pencil	56	3	
7	6	1/6/2019	East	Morgan	Binder	60	5	
8	7	1/7/2019	Central	Laura	Pencil	75	2	
9	8	1/8/2019	Central	Lavina	Pencil	90	5	
10	9	1/9/2019	West	Lovemore	Pencil	32	2	
11	10	1/10/2019	East	Mellisa	Binder	60	9	

a. Design a form in Microsoft Excel and enter the above data [7Marks]

b. Calculate the Total costs in column H [3 Marks]

c. Design a pivot table of the Data above [5Marks]

d. Calculate the age of the products in column G [5Marks]

e. Draw a pie of sales by Region [3 Marks]

 Save your work as Section B Part B in your answer folder

END OF EXAMINATION