"Investing in Africa's future"
COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE

NHIT100– INTRODUCTION TO INFORMATION TECHNOLOGY

END OF FIRST SEMESTER EXAMINATIONS
NOVEMBER 2022

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TIME: 3 HOURS

INSTRUCTIONS

Answer ALL questions as **instructed** in each section

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)

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

Section A Microsoft Word [30 marks]

Word Question One

Imagine you are a creditor's manager of Vusimusi Furniture store and you want to write a common letter of demand on your customer's owing. Use the following list to create a mail merge to each of the customers.

Name of customer	Address	Amount
Mr. J Johns	17 Liverpool Road	$1025
Mrs. S Smith	120 Birmingham	$562
Dr. F Fulbright	152 Swansea City	$253
Mr. C Cuthbert	178 Cardiff Road	$1052
Mr. D Daniels	789 Manchester Road	$1526

Save the file in your folder as Mail Merge [10]

Word Question two

Type the following text as it is. Save it in your folder as System Development Life Cycle

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**

Porters 5 Forces

1   Introduction

The model of the Five Competitive Forces was developed by Michael E. Porter in his book Competitive Strategy: μ and Ω. Techniques for Analyzing Industries and Competitors" in [1980]

2   The Five Competitive Forces

2.1   *Bargaining Power of Suppliers*

Supplier bargaining power is likely to be high when:

    i.   The market has a few large suppliers rather than a fragmented source of supply,

    ii.   There are no substitutes for the particular input,

    iii.   ~~The suppliers customers are fragmented, so their bargaining power is low~~,

2.2   Bargaining Power of Customers

Customers bargaining power is likely to be high when

    i.   They buy large volumes, there is a concentration of buyers,

    ii.   The supplying industry comprises a large number of small operators

    iii.   The supplying industry operates with high fixed costs

2.3   Threat of New Entrants

The threat of new entries will depend on the extent to which there are barriers to entry. These are typically

    i.   Economies of scale

    ii.   High initial investments and fixed costs,

    iii.   Brand loyalty of customers

2.4   Threat of Substitutes

Similarly to the threat of new entrants, the treat of substitutes is determined by factors like

    i.   Brand loyalty of customers,

    ii.   Close customer relationships,

2.5   Competitive Rivalry between Existing Players

Competition between existing players is likely to be high when

- There are many players of about the same size,
- Players have similar strategies
- Barriers for exit are high (e.g. expensive and highly specialized equipment).

1. Bold ,underline and make the headings 'heading 1'   [2]
2. Make the all sub heading 1 to 5 sub heading 'heading 2' [2]
3. Change the major heading to bold, italic and double underline it   [3]
4. Insert a table of content above the main heading of the paragraph [3]
5. Insert your student name as a watermark   [2]
6. Perform word count for this passage and write the number of words in it   [2]
7. Insert page number as footer and 'HIT100' as page header   [2]
8. Change all the heading to font size 16, font color of your choice and font type to Garamond (3)
9. Inset a hyperlink to www.africau.edu on the main heading   [1]

Save the file in your folder as "Word File"   [20]

SECTION B [10 marks]

Design a Microsoft power point using the topic" **Porters 5 Forces**" from A above.

The presentation should have the following
   a.   The main title slide to introduce the topic under presentation (1)
   b.   At least five other slides with a title and content of the slide (use content from MS Word Question above) (2)
   c.   Each slide should have a slide number and your student number as footer (3)
   d.   Theme and background style of your choice (2)
   e.   Slide transitions of your choice (2)

Save the file in your folder as *"PPT FILE"*   [10]

SECTION C Microsoft Excel [30 Marks]

Open a new workbook and save the file as Payroll Report

	A	B	C	D	E	F	G	H
1	Payroll							
2	Date:	1/1/2011						
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay	
4	E00001	Ford	7.5	35	?	?	?	
5	E00002	Mino	8	30	?	?	?	
6	?	Bell	6.5	25	?	?	?	
7	?	Davis	9	40	?	?	?	
8	?	Turro	10	39	?	?	?	
9								

   a.   Open a new workbook and rename sheet1 with the name "Payroll".   [1]
   b.   Enter the labels and values in the exact cell locations as shown above.   [1]
   c.   Use the following format for the date in B2 (Saturday, January 1, 2011)   [1]

d. Format cells E4:G8 to include dollar signs with two decimal places. [1]
e. Calculate the Gross Pay for employees; enter a formula in E4 to multiply Hourly Rate by Hours Worked. [2]
f. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay [2]
g. Calculate the Net Pay; enter a formula in G4 to subtract Social Security Tax from Gross Pay. [2]

	1	2	3	4	5	6
1			Panda EST			
2			Monthly Sales Report - July			
3						
4	Emp. No.	Name	Salary	Sales Amount	Commission	Total Salary
5	S101	Ahmed	1600	2500		
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

a. Create the worksheet as shown above and save it as Monthly Sales Report [2]
b. Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales. [3]
c. Enter the formula to find TOTAL SALARY for the first employee [3]
d. Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values. [10]
e. Format numeric data to include commas and two decimal places. [2]

SECTION D Microsoft Access [30 Marks]

Create a database called COLLEGE
Create a table within the Database called students with the following details:

SURNAME	DEPARTMENT	ECNo	AGE	SALARY
TEMBO	ICT	45e3	40	5000000
MAUNGA	STORES	45e7	34	4000000
ZISO	PRODUCTION	43g7	51	7000000
TOKO	SALES	48f8	33	7000000
PHIRI	MARKETING	48h1	43	3000000
HOVE	ICT	45k9	24	4000000
WENGE	HRM	43e2	21	4500000

INSTRUCTIONS

a) Save & Print a copy of the table [10 marks]

b) Create a query for all students below 500000 salary showing the following fields only:

Surname, Age, and Salary save it as salary & produce a printout. [10 marks]

c) Create an input form for all the fields. [5 marks]

d) Create a report showing all details but arranged in ascending order according to surnames & produce a printout. [5 marks]

END OF EXAMINATION.