"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

	Business People			
Tile	First_name	Last_name	Company	Address
Mr.	John	Oliveira	AU	25 Mutare
Mrs	Mary	Fera	UZ	24 Harare
Dr	Ford	Inacio	NUST	23 Bulawayo

 Using the format below design a mail merge letter to the list of Business People in the table above wishing them a Merry Christmas .

Letter

From HIT100 Student

To < **Last_name** >, < **Last_name** >

 We wish you a merry Christmas and a prosperous new year 2023

Your < **Company** > of < **Address** > should be represented at the end of year general meeting


Regards
HIT100 student   [10]

Word Question two

Type the following text as it is. Save it in your folder as Word Question two

The Components of Information Systems

M any students understand that an information system has something to do with databases or spreadsheets. Others mention computers and e-commerce. In addition, they are all right, at least in part: information systems are made up of different components that work together to provide value to an organization.

Computer Software

Computer Hardware

Networks

Information System

Human Resources

DataBase
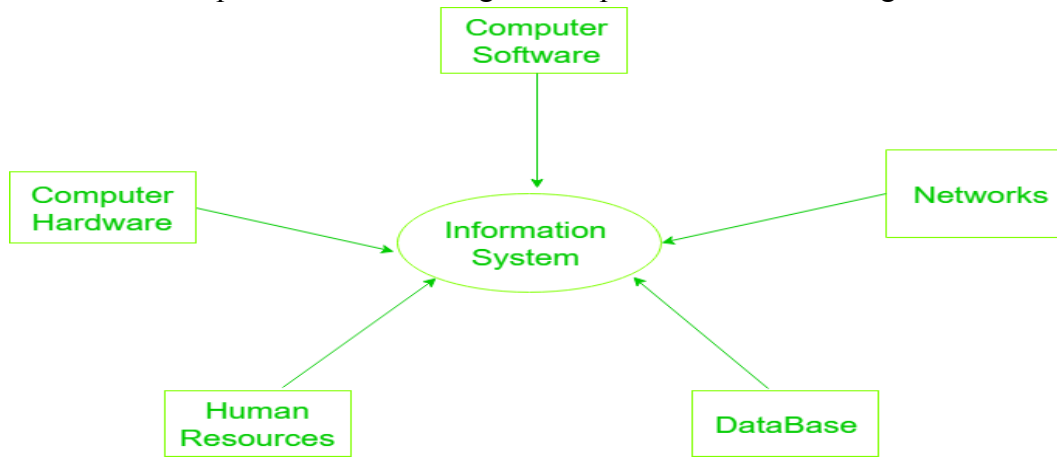
Hardware

Information systems hardware is the part of an information system you can touch – the physical components of the technology. Examples are

Computer
Keyboards
Disk drives
IPads
Flash drives

Software

Software is a set of instructions that tells the hardware what to do. Software is not tangible – it cannot be touched. There are several categories of software, with the two main categories being operating-system software and application software. Examples are:

Adobe
Google chrome
Windows 7/8/10
Linux
Mozilla Firefox

Data

You can think of data as a collection of facts. For example, your street address, the city you live in, and your phone number are all pieces of data. Like software, data is also intangible.

Networks

An information system can exist without the ability to communicate – the first personal computers were stand-alone machines that did not access the Internet. However, in today's hyper-connected world, an extremely rare computer does not connect to another device or to a network.

Human Resource

When thinking about information systems, it is easy to focus on the technology components and forget that we must look beyond these tools to fully understand how they integrate into an organization. A focus on the people involved in information systems is the next step.

Process

The last component of information systems is process. A process is a series of steps undertaken to achieve a desired outcome or goal. Information systems are becoming more and more integrated with organizational processes, bringing more productivity and better control to those processes

1. Make the heading 'The Components of Information Systems" **Heading 1** (2)
2. Make all other sub-headings **Heading 2** (4)
3**.** Change the heading "The Components of Information Systems" to **bold**, **italic** and **dot underlin**e it (3)
4. Insert a **table of contents** above the Heading 'The Components of Information Systems" (3)
5. Change all the headings to **font size** 14, **font color** of your choice and **font type** to Wide Latin (3)
6. Insert **page number** at the bottom center of each page (1)
7. Insert **bullets** on examples of Hardware and Software listed (2)
8. Insert a **watermark** as your registration number (2)

Save the file in your folder as The Components of Information Systems

SECTION B [10 marks]

Design a Microsoft power point using the topic" **The Components of a computer"** from Section A above.

The presentation should have the following
    a. A Master slide to control all the other slides (1)

b. At least five slides including introduction and conclusion (use content form MS Word above)   (2)
c. Each slide should have a slide number and your student number as footer   (2)
d. Theme and background style   (2)
e. Slide transitions   (1)
f. Animations and Rehearsal timing.   (2)

Save the file in your folder as with ile name as your student number

SECTION C Microsoft Excel [30 Marks]

1. Open a new workbook and save the file with the name "Sales & Profit Report"

	A	B	C	D	E	F	G
1		Sales & Profit Report - First Quarter 2022					
2	No.	City	Jan	Feb	Mar	Average	Maximum
3	C001	Masvingo	$22,000.00	$29,000.00	$19,000.00	?	?
4	C002	Harare	$42,000.00	$39,000.00	$43,000.00	?	?
5	?	Mutare	$18,000.00	$20,000.00	$22,000.00	?	?
6	?	Bulawayo	$35,000.00	$26,000.00	$31,000.00	?	?
7	?	Gweru	$12,000.00	$15,000.00	$13,000.00	?	?
8		Total Sales					
9		Cost	$83,000.00	$84,000.00	$43,000.00		
10		Profit	?	?	?		
11		10% Bonus	?	?	?		
12							
13		Total Sales greater than 30000	?	?	?		
14		No of Sales greater than 30000	?	?	?		

a.   Enter the labels and values in the exact cell locations as shown above.   **[1]**
b.   Set the vertical and horizontal alignment of all labels to center.   **[1]**
c.   Apply borders, gridlines and shading to the table as desired.   **[1]**
d.   Format cells C3:G7, C8:E11, C13:E13 to Accounting Category that include dollar sign with two decimal places.   **[1]**
e.   Find the Average Sales and Maximum Sales for each City.   **[1]**
f.   Find the Total Sales for each Month.   **[1]**
g.   Calculate the Profit for each month , where Profit = Total Sales - Cost   **[1]**
h.   Calculate the 10% Bonus, which is 10% of the Profit.   **[1]**
i.   Find the Total Sales for each Month; only for sales greater than 30,000.   **[1]**
j.   Find the No of Sales for each Month; only for sales greater than 30,000.   **[1]**

2. Open a new workbook and save the file with the name "CGPA Calculation"

	A	B	C	D	E	F	G	H
1	A	B	C	D		E	F	G
2	1							
3	2	Semester	Year	Course Code	Credit Hours	Grade	Weight	
4	3			NHCS101	3	A	4	
5	4			NHFR111	3	B	3.2	
6	5			NHIT100	3	B-	2.9	
7	6	1	1st Year	NTEV100	3	A	4	
8	7			SCHrs			SWPts	
9	8			CCHrs			CWPts	
10	9			GPA				
11	10			CGPA				
12	11							
13	12			NHFR112	3	A	4	
14	13			NSLS105	3	B-	2.9	
15	14	2		NNS305	3	C+	2.6	
16	15			NTEV200	3	A	4	
17	16			SCHrs			SWPts	
18	17			CCHrs			CWPts	
19	18			GPA				
20	19			CGPA				

a. Design the table above in Microsoft Excel   [03]
b. Calculate the Semester Credit hours(SCHrs) in cells D7 and D16   [01]
c. Calculate the Cumulative Credit Hours (CCHrs) in cells D8 , D17   [01]
d. Calculate the Semester Weighted Points (SWPts) in cells G7 and G16   [01]
e. Cumulative Weighted Points (CWPts) in cells G8 and G17   [03]
f. Calculate Grade Point Average (GPA) in cells D9 and D18   [03]
g. Calculate Cumulative Grade Point Average in cells D10 and D19   [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 1st semester   [04]

SECTION D Microsoft Access [30 Marks]

Activate a database package that you are familiar with and create a database file 'DELTA'
Enter the following records, sort table by Employee No. in ascending order, save the table as **employees** & print a copy.

EMPLOYEENO.	SURNAME	FIRSTNAME	DOB	DATE EMPLOYED	QUALIFICATION	DEPT.
BP001	MOYO	STELLA	20/01/72	01/01/01	HND	HRM
BP021	DUBE	THEMBA	23/04/69	23/04/92	ND	MARKETING
BP023	MOYO	JOHN	13/02/53	01/06/85	HND	PRODUCTION
BP002	BEANS	TSITSI	07/03/49	03/05/81	BCOM	PRODUCTION
BP004	MUGARA	ZVIKOMBORERO	23/01/82	01/01/02	HND	HRM
BP003	TAZVIDA	INFLATION	01/02/64	01/02/91	NC	HRM

a) Design a query that displays all employees with HND and are in the Human Resources Department. Save as query1 and print a corresponding report. [10 marks]
b) Design a query that displays all employees employed before 01/01/1992 or are doing HND. Save as query2 corresponding report. [10 marks]
c) Print a report that extracts the following information from the table: Employee No, Surname, First Name, and Qualification. [5 marks]
d) Design a query for those employees who are in the Human Resources Department and their surnames start with an "HND qualification". Print a corresponding report. [5 marks]

END OF PAPER
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