



COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE

NCIS 102: MICROCOMPUTER APPLICATIONS

END OF SECOND SEMESTER EXAMINATION

APRIL 2022

LECTURER: MR MUKHALELA

DURATION: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This paper carries **3** questions.
 2. Answer **All** Questions **Practically using a Lab allocated computer**), Save your Answer in a single folder on your desktop, the folder should be named in your Student ID + Course code eg 2022567NCIS102 (herein known as candidate Drive.)
 3. Each question relates to a certain area of microcomputer applications.
 4. The marks for each question are indicated in square [] brackets.
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Question 1 Word Processing**[25 marks]**

Design a flier to be used by your company as part of its advertising and promotion strategy.

Your flier should at least include the following elements;

- Drop case
- Columns
- Image
- Watermark etc
- Social media icons with Hyperlinks to the sites.

Your creativity on this task shall earn you more credit.

Question 2 Spreadsheets.**[25 marks]**

As a Financial Analyst you have been asked to demonstrate how the following formula are manipulated in decision making by your boss. Using own examples, showcase how the following advanced excel formula are used for financial modelling and decision making;

- (i) VLOOKUP FUNCTION
- (ii) CHOOSE FUNCTION
- (iii) HLOOKUP FUNCTION
- (iv) OFFSET FUNCTION
- (v) MATCH FUNCTION

NB: Use screenshots as part of your illustrations.

Question 3 Databases**[25 marks]**

- (a) Using the ERD given below, create a Database using Microsoft Access. [5]
- (b) Enter 5 records in each table using a Form that you would have created. [5]
- (c) Create a cross table Query of your choice. [5]
- (d) Create a report based on the Query you created in (c) above. [5]

Question 4 Web Publishing**[25 marks]**

Create a basic Web page (home page) using MS Publisher, your basic page should make use of given images. Include inks on the home page one written;

- (i) **Word Processing** such that if user clicks on it, it takes one to your answer for question one of this exam,
- (ii) **Spreadsheet** such that if user clicks on it, it takes one to your answer for question two of this exam,
- (iii) **Databases** such that if user clicks on it, it takes one to your answer for question three of this exam.
- (iv) **About Us**, which will include a brief background about yourself, these should include, the program you are registered for here at AU, your reg number, etc

NB: Creativity shall earn you more credit.

End of Examination.
