



COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE
NCIS 102: MICROCOMPUTER APPLICATIONS
END OF SECOND SEMESTER EXAMINATION

APRIL 2022

LECTURER: MR MUKHALELA

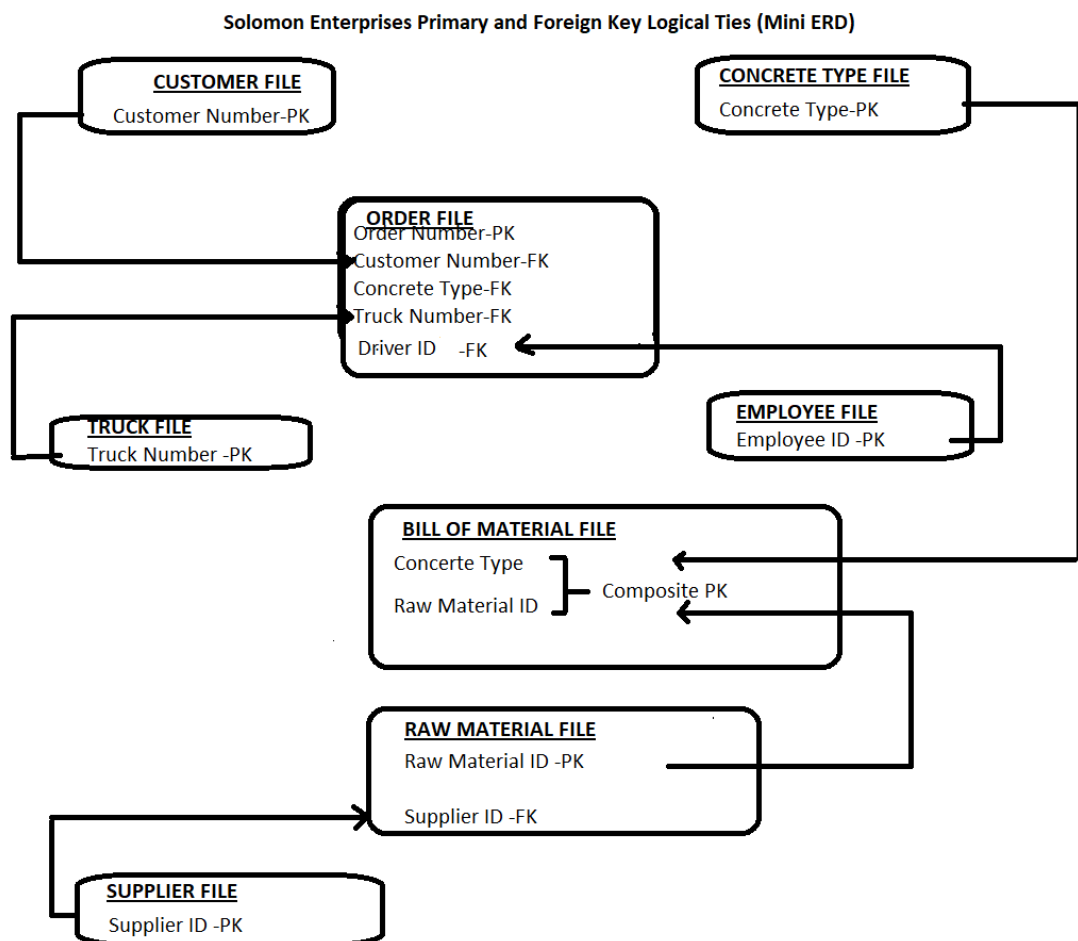
DURATION: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This paper carries **4** 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
 3. Each question carries 20 marks.
 4. The marks for each question are indicated in square [] brackets.
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Question 1 – Databases using MS Access.**[25 marks]**

- a) Imagine you have just been hired at Solomon Enterprises as an Assistant Administrator. Apparently, the organisation has expanded into construction and are targeting the supply of pre-mixed concrete to their clients around their catchment area. You have suggested the use of a database so as to track proceedings in the new venture and your senior Administrator has approved the proposal including implementation of the Mini ERD that you suggested shown below. Using the below Mini ERD showing the logical ties between the Primary Keys and Foreign Keys of the Solomon Enterprise database, implement the full database using MS Access as indicated below the Mini ERD. NB: Include all other relevant Attributes other than the shown PKs and FKs. (15 marks)



- (i) Enter New Employee information. It's likely that Solomon Enterprise would need to enter the information for a new employee. Create a new input form to enter Employee ID, Employee Last Name, Employee First Name, and Date of

Hire. Design the form so that the information appears in tabular form and has Sandstone background. (5 marks)

- (ii) What are the ingredients for Premier marble concrete? Write a Query to show how many units of each raw material are in concrete type 4. Print out the name of the concrete type, it's ID, the name of the raw material (not its ID), and the number of units of each of the raw materials. (2.5 marks)
- (iii) Inventory Report. Create a report that shows how many units Solomon Enterprises has of each of the raw materials. Don't include water (hint: you want all Raw Material fields that do not equal water). Choose your own layout and page orientation. (2.5 marks)

Question 2 - Word Processing using MS Word.
marks]

[25

You have just joined Diamond FM as an assistant News Compiler where you have been asked to design the front page of the Manica Post newspaper. Your newspaper Front page should at least include the following elements:

- Drop Case
- Use Columns
- Include some Borders for one of the stories on the front page
- Some pictures relating to some headlines on the front page,
- Social media links
- Price tag
- Special characters
- Other creative items shall be rewarded for producing a miniature of a News paper Font page.

Question 3 Spreadsheets using MS Excel.

[25 Marks]

In a two paged MS Word document, type an essay explain how you are to use the following formula as a Financial Analyst, include relevant examples and MS Excel screenshots as evidence of your practical illustrations on competently applying them;

- HLOOKUP
- VLOOKUP
- INDEX

- MATCH
- OFFSET
- NPV

Question 4 Web Publishing

[25 Marks]

Design a generic Home page for your organisation that is into Agri-Business business venture. Your home page should have the following minimum items; creativity will earn you more credit;

- Image(s)
- Appealing or realistic Background (one that abides by minimum design principles)
- Social media handles like Twitter, FaceBook, LinkedIn,etc
- About U Tab (with your company's contact details.
- Sales Catalogue (with prices and product image)

End of Examination