AFRICA UNIVERSITY

(A United Methodist-Related Institution)

"Investing in Africa's Future"

FACULTY OF MANAGEMENT AND ADMINISTRATION

COURSE TITLE: **HIT100– Introduction to Information Technology**

2nd SEMESTER: **EXAMINATION APRIL 2017**

LECTURER: **MR J.CHINZVENDE**

TIME: **2 HOURS**

INSTRUCTIONS

Answer questions instructed in each section

Start **each** question on a new page.

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

Create a folder on your desktop and put your student number as the name of the folder (for example 130405)

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

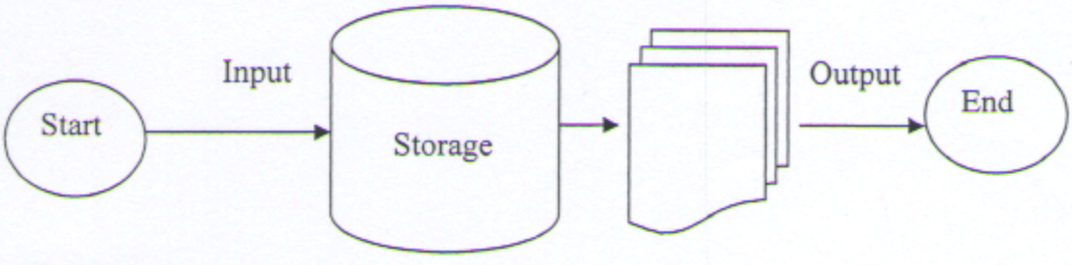
Section A Microsoft Word

Answer all questions

Type the following text in Microsoft word as it is and save it in your folder. The file name is your student number [10]

Introduction to computers

Hardware :the physical components that makes up the computer system



Hardware

This refers to the physical components of a computer. These are the parts that you can see, feel and hear. Examples are the CPU, the keyboard, the monitor, memory, cables, mouse, printer and power supply.

Software
There are programs that control the computer and make it function.

Program
This is a set of instructions that the computer obeys. Computer programs can be extremely long and complex sets of instructions. It is quite common for computer programs to be tens of thousands of lines long. The application programs that you use on your PC for word processing and spreadsheets are in fact even longer.
Information Technology

Types of Computer

Mainframes

These are the largest and most powerful of computers. Oldest **1940** AD

They require temperatures below ten degree Celsius (10^0C) . The manufactures of the mainframe thought they were the first and last (α and Ω) but the latest are smaller and more powerful. Computer courses are taught in various Faculties at Africa University

AFRICA UNIVERSITY						
FACULTIES						
CHANS		SSTHE			IPLADMIN	
FHS	FANR	FOE	FHSS	FOT	IPLG	FMA
Prof Mharakurwa		Dr Kapesa			Prof Machakanja	

1. Make the heading 'Introduction to computers' Heading 1
2. Make the heading 'Type of computers' Heading 2
3. Make the headings 'Hardware', 'Software', 'Programs and Mainframe' Heading 3
4. Insert a table of contents above the Heading 'introduction to computers'
5. Bold underline and italicize the Heading Introduction to computers
6. Insert your student number as a watermark [10]

SECTION B Microsoft Excel

Part One Enter the following into Microsoft excel spreadsheet

Save your work in your folder on the desktop

Below are sales for a product by month by sales representatives

	A	B	C	D	E	F	G
1	No	Sales Rep	January $	February $	March $	Total	Average
2	1	Astewale	60	80	65		
3	2	Tshikala	78	90	55		
4	3	Katolo	75	65	55		
5	4	Nigel	50	90	60		
6	5	Leophers	10	90	80		
7	6	Bertha	77	55	60		
8	7	Philippa	80	95	65		
9	8	Dianarose	90	80	70		
10	9	Natasha	75	85	95		
11	10	Ignatious	50	60	70		

1 Find the total of the marks in column F [01]

2 Find the average of the marks in column G [01]

3 Round off the averages in column G to the nearest whole number [01]

4 Sort the averages in column G from the highest to the lowest [01]

5 Use the auto fill handle to rearrange the numbers in column A [01]

6 Validate column B to allow text only between 3 and 20 [01]

7 Validate column C to allow numbers only between 0 and 1000 [01]
[03]

8 Insert a column graph of **Sales Rep** against **January** sales

Part Two Enter the following into Microsoft excel spreadsheet

	A	B	CourseCode	D	E	F	G	H
1	Year	Semester	CourseCode	Mark	Grade	CHrs	Weight	
2								
3	1st Year	1st Semester	MAC 101	85	A	3	4	12
4			HIT100	73	B	2	3.2	6.4
5			HCS101	87	A	3	4	12
6			HPO101	88	A	3	4	12
7					SCHrs		SWPts	
8					CCHrs		CWPts	
9					GPA		CGPA	
10								
11	1st Year	2nd Semester	MAC102	75	B+	3	3.5	
12			MEC102	83	A-	3	3.8	
13			HPO102	75	B+	3	3.5	
14			HCS102	79	B+	3	3.5	
15					SCHrs		SWPts	
16					CCHrs		CWPts	
17					GPA		CGPA	
18								
19								
20	2nd Year	1st semester	MAC 201	85	A	3	4	
21			MEC201	73	B	3	3.2	
22			HCS201	87	A	3	4	
23			HPO201	88	A	3	4	
24					SCHrs		SWPts	
25					CCHrs		CWPts	
26	Key				GPA		CGPA	3.74
27	**SChrs**	**Semester Credit Hours**		**CWPts**	**Cumulative Weighted Points**			
28	**SWPts**	**Semester Weighted Pointd**		**CGPA**	**Cumulative Grade Point Average**			

a) Design the table above in Microsoft Excel [07]
b) Calculate the Semester credit hours(SCHrs) in cells F6,F15 and F24 [03]
c) Calculate the Cumulative Credit Hours in cells F7 ,F16 and F25 [03]
d) Calculate the Semester Weighted Points (SWPts) in cells H7,H15 and H24 [03]
e) Calculate the Cumulative Weighted Points in cells H8,H16 and H25 [03]
f) Calculate the Semester Grade Point Average (GPA) in cells H8,H16 and H28 [03]
g) Calculate the Cumulative Grade Point Average in cells H1H9,H16 and H26 [03]
h) Round off the GPA and CGPAs to TWO Ddecimal place [02]
i) Draw a bar graph of course versas marks for 1st semester [03]

SECTION C

Design a Microsoft power point using the topic Computer Software (Word Processing, Presentation, Spreadsheets, and Database).
The presentation should have the following

a. At least six slides with a master slide
b. The master slide should have page numbers and your student number as footer
c. Theme and background style
d. Animations including transition and sound.

Save your work in your folder on the desktop [10]

SECTION D Microsoft Access

a. Design a Microsoft access Asset database using the following information

User

Field	DataType	Field
UID	text	10
UserName	Text	20
DateOfBirth	Date/time	

Asset

Field	DataType	Field
AssetCode	text	10
AssetName	Text	20
YearBought	Text	4

Allocation

Field	DataType	Field
AID	autonumber	
UserID	Text	10
AssetCode	text	10
dateAllocated	Date/time	
DateReturned	Date/time	

NB AssetID and UID fields should be lookup fields from the respective tables

[10]

b. Enter the following data into the respective tables [05]

Enter the following records into the User table

UserID	UserName	DateOfBirth
U001	Peter	15/06/80
U002	John	16/03/90
U003	Mary	20/12/78
U004	Chipo	17/09/85
U005	Tawanda	22/05/99
U006	Tendai	31/01/79

Enter the following records into the Asset table

AssetCode	AssetName	DateBought
A001	Printer	2009
A002	Laptop	2013
A003	Desktop	2012
A004	Cellphone	2003
A005	Camera	2013

Enter the following records into the Allocation table

BID	UserID	AssetCode	DateAllocated	DateRetuned
001	U002	A002	23/02/14	27/02/17
002	U001	A001	12/04/17	16/04/17
003	U003	A003	01/02/17	14/02/17
004	U003	A001	05/04/14	10/04/17
005	U006	A005	15/04/14	20/04/17

Design a query to get all Users who were allocated assets [05]