



## **College of Business Peace Leadership and Governance**

**COURSE TITLE:** CIS102– MICROCOMPUTER APPLICATIONS

**SEMESTER 2:** FINAL EXAMINATION

**LECTURER:** Mrs C. Magunje

**TIME:** 3 HOURS

### ***INSTRUCTIONS***

Answer questions instructed in each section

---

Create a folder on the desktop and type your student number as the name of the folder.

---

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

---

Answer in a clear and logical manner avoids unnecessary words and phrases.



**Question 1: Microsoft Access (30 marks)**

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

Field	DataType	Field
StudentID	Text	10
UserName	Text	20
DateOfBirth	Date/time	

Menu

Field	DataType	Field
MenuID	Text	10
MenuTitle	Text	20
MenuPrice	Currency	

Allocation

Field	DataType	Field
BID	Autonumber	
StudentID	Text	10
MenuID	Text	10
Amount	Number	
Cost	Currency	

NB StudentID and MenuID fields should be lookup fields from the respective tables

b. Enter the following data into the respective tables

Enter the following records into the student table

UserID	UserName	DateOfBirth
169674	Munyaradzi	05/06/1995
160801	Pride	12/02/1993
160802	Rudo	21/05/ 1987
160803	Frank	20/06/1985
160804	Florence	23/07/1997

Enter the following records into the menu table

MenuCode	MenuTitle	MenuCost
K001	Potatoes	1
R002	Rice	2
M003	Meatballs	1
M002	Lasagne	1



Enter the following records into the Buying table

AID	StudentID	MenuCode	Amount	Cost
001	169674	K001	5	5
002	160801	R002	4	8
003	160802	M003	5	5
004	160803	M002	2	2

- Design a form to enter Students
- Design a query to get total cost in the Buying table
- Design a report of all bought products.

Save your work in your folder at the desktop with your student number as file name.

## Question 2: Microsot word

### Part A (20 marks)

#### Instructions

- Create a Blank document. Type the text below. Include the form below.
- Select the text “Club Membership” and convert it into any simple Word Art graphic. Center align it.
- Insert **Rich Text** content controls, **Date Picker** content controls, **Drop-Down list** content controls and **Option Button ActiveX control** where appropriate.
- Remove all the Table’s borders. Apply **Bottom border** to appropriate cells.
- Double click after the form. Insert a **Next Page** break after the form. Type the definition of Certification in relation to computer career.
- Save your document as a Word Template called “**Club Membership Form**” in your exam folder on the desktop.

Member Information		Today's date	
First Name		Last Name	
Degree Programme: If applicable			
Work Address			
Email:		Phone	
Membership Type	Basic	Compact	Premium
Special Requirement: (sign language, interpreter etc)			

### Part B (10 Marks)

- Design a mail merge document to send an invitation letter to the following people who you want to join the Club



Title	FirstName	Lastname	Company	Phone	Email
Mrs	Chipo	Chamboko	MTC	0772876554	nyamherey@hotmail.com
Prof	Itai	Nhaitai	TIC	0773546234	dambazar@gmail.com
Dr	Enos	Mangwana	AU	077766655	mapfiror@gmail.com

- b. Save the letters as Club Membership and the database as Members in your folder.

### **Microsoft Excel 2013 (30 Marks)**

The Table below show a marks for students doing CIS102

	A	B	C	D	E	F	G	H	G
		Name	Test 1	Test 2	Test 3	Test 4	Average	Total	
2	1	Tatenda	65	53	33	88			
3	2	Joshua	56	60	80	90			
4	3	Alice	65	50	50	65			
5	4	Laura	47	75	50	90			
6	5	Peter	48	81	10	90			
7	6	Emma	54	57	70	55			
8	7	Thomas	75	78	80	95			
9	8	John	57	70	90	80			
10	9	Mark	62	65	75	85			
11	10	Jane	65	50	50	60			
12									
		Average							



1. Find the total of the marks in column G
2. Find the average of the marks in column H
3. Round off the averages in column H to the nearest whole number
4. Sort the averages in column H from the highest to the lowest
5. Use the auto fill handle to rearrange the numbers in column A
6. Validate column B to allow text only between 3 and 20
7. Validate column C to allow numbers only between 0 and 100
8. Insert a column graph of Student against Test 1

**Question 4 : Microsoft Power point (10 marks)**

Design a power point presentation inviting members of the Mutare community to the i5, Innovation hub at AU

The presentation should have the following

- a. At least six slides
- b. Insert page numbers and your student number as footer
- c. Theme and background style
- d. Animations including transition sound.
- e. Time each slide to 5 seconds
- f. Save your work in your folder on the desktop