



COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE

NCIS102 MICROCOMPUTER APPLICATIONS

END OF SECOND SEMESTER EXAMINATIONS

AUGUST/DECEMBER 2018

LECTURER: MR MAGWAGWA

DURATION: 3 HRS

INSTRUCTIONS

You are required to answer questions as instructed in each section

Rename the folder on the desktop called EXAMINATION to your REGISTRATION NUMBER and save your answers there.

Create a new Microsoft Word document called Question 1 save it in the folder you have just saved

Answer all questions in **Section A**

Answer any One (1) question from **Section B**

Credit will be awarded for logical, systematic and neat presentations

SECTION A

Question 1

- a) What is collaboration in Information Communication Technology(ICT) [3 Marks]
- b) How can an organisation such Africa University use such tools to improve their work (*In your answer reference all Gsuit applications we discussed*) [12 Marks]
- c) Discuss any **Five** (5) benefits of collaboration technology to an organization [10 Marks]

Question 2

Use a file called **dissertation.docx** to answer this question

- a) Can you format the document as follows:
 - i) **Justify** the document
 - ii) Set **Line-spacing** to 1.5
 - iii) Each Chapter should start on a new page
 - iv) Format heading of chapters using Heading 1(**Tahoma, Bold, 14px, Black**), sub-headings using Heading 2(**Arial, Bold, 12px, Black**) and sub-sub-heading (**Times New Roman, 12px, Black**)
 - v) Chapter heading should be Center aligned
 - vi) Font and font-size should be set to **Times New Roman 12px** [12 Marks]
- b) Add caption on all figures using numbers (**e.g. Figure 1**) [3 Marks]
- c) Add caption on all tables using letters (**e.g. Table A**) [3 Marks]
- d) Change Abstract **Line-spacing** to 1.0 [2 Marks]
- e) Generate auto page numbering where preliminary pages use Roman Numerical and Chapter pages use natural numbers [5 Marks]
- f) Remove page number for cover page and **Abstract** should start on page (ii) [2 Marks]
- g) Generate **Table of contents, list of tables** and **list of figures** [6 Marks]
- h) Automat the **Reference page** on last page of the document [2 Marks]

Question 3

Use a file called **Student.xls** to answer this question

- a) Rename Sheet1 to CBPLG, Sheet2 to CSSTHE, Sheet3 to CHANS [1 Mark]

- b) Rearrange the sheets to the following order CHANS, CSSTHE and CBPLG [1 Mark]
- c) Check if each sheet has any duplicates and make sure the duplicates are highlighted in red and written in dark red [1 Mark]
- d) Sort all sheet according to CGPA, Registration number, Nationality and Gender [2 Marks]
- e) Create a sheet and name it Best students. Reference the first 5 records in each sheet starting with CBPLG, CHANS and CSSTHE (Separate these by 5 rows)
- Do not copy paste results as no marks will be awarded, use reference taught* [2 Marks]
- f) Using Sheet – **Best students**, Calculate the Total CGPA (**vertical**) for each of the Colleges using the Five (5) students you have referenced [3 Marks]
- g) Using Sheet – **Best students**, Calculate the Total CGPA **for all the 15 students** [2 Marks]
- h) Using Sheet – **Best students**, Calculate the Average CGPA for each of the Colleges using the Five (5) students you have referenced [2 Marks]
- i) Using Sheet – **Best students**, Calculate the Average CGPA **for all the 15 students** [2 Marks]
- j) Create a table with data from f) to i) and generate a cluster graph below is a sample. The cluster graph should have Title-” College best students” X-Axis-Collages and Y-axis Numbers

	Average CGPA	Total CGPA
CBPLG		
CHANS		
CSSTHE		

[4 Marks]

SECTION B

Question 4

Using file called Slide.docx

- a) Create a presentation with a master slide using PowerPoint
- b) The master should have your Registration number to the left and page number to the right
- c) Use a theme and background style
- d) Include animations (transition and sounds) on each slide
- e) Time for each slide should be 5 seconds

- f) Can you insert a video called Africa University in folder provided on slide and place a placeholder image called placeholder
- g) Trim the video to start from 15second and end at 27seconds
- h) Put options to loop until stopped

[20 Marks]

Question 5

Design a student database at Africa University

- a) Create two tables (personaldata and courses) which are linked by relationships (Primary key to foreign key)
- b) Create two forms for data entry into the tables with validation
- c) Queries to retrieve specific data
- d) Reports that are query based to display data from database

[20 Marks]