AFRICA UNIVERSITY

A United Methodist-Related Institution

"Investing in Africa's future"

COLLEGE OF BUSINESS PEACE LEADERSHIP GOVERNANCE (CBPLG)

NHIT100: INTRODUCTION TO INFORMATION TECHNOLOGY

END OF SEMESTER FINAL EXAMINATIONS

JUNE 2019

LECTURER: MRS T. CHIOMBA

DURATION: 3 HRS

INSTRUCTIONS

Answer **ALL** Questions from Section A and B.

Create a folder on your desktop and enter your Student Number as the folder name (for example 170708). Save all your practical answers in this folder

The marks allocated to each question are shown at the end of the Question

Credit will be awarded for logical, systematic and neat presentations

Detach the Section A paper and hand it in separately at the end of the

SECTION A: Theory

REGISTRATION NUMBER:	

Each question in this section carries 1 Marks.

1. **What is Information Technology?**
   A. This is a term used to refer to the procedures and equipment used by people to improve the quality of gathering, processing, communicating and storing information.
   B. Technology used to develop smart phones and gadgets.
   C. This is the term given to the physical or tangible parts of a computer system. For example, keyboard, mouse, central processing unit, screen, printer and the speakers.
   D. A and C.

2. **What is an Information Society?**
   A. The Information Superhighway, also known as the Internet, is a world- wide network of computers that can provide information on almost every subject, through the World Wide Web.
   B. An Information Society is described as one in which a greater part of the population is involved in service industries such as finance, insurance, administration, education, the media etc.
   C. Society where information can be downloaded.
   D. All of the above.

3. **What is freeware?**
   A. Is any software that is free of any obligation to the end user. That is one is free to use it indefinitely as well as distribute it to others. However no technical support is available.
   B. This license is the official or legal permission about the particular software.
   C. Is software that you are allowed to use on your machine for a limited evaluation period. The idea is that if you find the product useful and you wish to continue using it beyond the evaluation period.
   D. This is anti-virus programs that should be updated regularly to cater for new viruses, because using an old version will not detect some of the new viruses or it can detect but fail to clean the virus.

4. **What are Networked computers?**
   A. Computers on ZimSwicth
   B. Networked Computers are computers connected together so that they can share data and resources and support communication and file transfers between their users
   C. Computers that can be connected to the Internet
   D. Very expensive computers

5. **The Control Unit is responsible for**
   A. All mathematical operations
   B. storage locations inside the processor
   C. For supervising the operations of the processor. It does the 'fetch and execute job', that is, retrieving instructions from memory and executing them accordingly.
   D. None of the a above

Section B: Practical

Microsoft Word: Word Processing

1. Open a word processing application and type the document below, save the document using your registration number as the file name. [8]

African Liberation Day

Africa Day (formerly **African Freedom Day** and **African Liberation Day**) is the annual commemoration of the foundation of the Organisation of African Unity (OAU) (now known as the African Union) on 25 May 1963. It is celebrated in various countries on the African continent, as well as around the world.

Background

The First Congress of Independent African States was held in Accra, Ghana on 15 April 1958. It was convened by Prime Minister of Ghana Dr. Kwame Nkrumah, and comprised representatives from Egypt (then a constituent part of the United Arab Republic), Ethiopia, Liberia, Libya, Morocco, Sudan, Tunisia, the Union of the Peoples of Cameroon and of the host country Ghana. The Union of South Africa was not invited. The conference showcased progress of liberation movements on the African continent in addition to symbolising the determination of the people of Africa to free themselves from foreign domination and exploitation.

The Conference called for the founding of an *African Freedom Day*, a day to "...mark each year the onward progress of the liberation movement, and to symbolise the determination of the people of Africa to free themselves from foreign domination and exploitation."[4]

The conference was notable in that it laid the basis for the subsequent meetings of African heads of state and government during the Casablanca Group and the Monrovia Group era, until the formation of the OAU in 1963.[5] $A = \pi r^2$

History

~~Five years later, on 25 May 1963, representatives of thirty African nations met in Addis Ababa, Ethiopia, hosted by Emperor Haile Selassie. By then more than two-thirds of the continent had achieved independence, mostly from imperial European states. At this meeting, the Organisation of African Unity was founded, with the initial aim to encourage the decolonisation of Angola, Mozambique, South Africa and Southern Rhodesia.~~

2. Change the font size of all the text in the document to 12. [$^{1}/_{2}$]

3. Apply Book Title heading style to the African Liberation Day Heading. [2]

4. Use the format painter function to copy the heading style to all the headings in the document. [1]

5. Replace every occurrence of the words African Liberation Day with Africa Day. [1]

6. Insert a table with 3 Columns and 6 Rows after the first paragraph of the document. [1]

7. Change the line spacing of the all the whole document to Multiple spacing. [1]

8. Justify all the text in the document. [1]

9. Copy the text in the first paragraph and paste it below the table. [2]

10. Insert a page break after the table. [$^{1}/_{2}$]

11. Apply an Art border to the whole document. [$^{1}/_{2}$]

12. Apply a 1pt border to the second paragraph of the document. [1]

13. Spell check the document for any spelling and grammatical errors. [1]

14. Insert a customized watermark with the text HIT100 Examination 2. [1]

15. Insert bottom left aligned page number to the document. [1]

16. Insert a Header with the text Word Processing. [1]

17. Change the document margins to Moderate. [1]

18. Save and Close the application. [$^{1}/_{2}$]

Microsoft Excel: Spreadsheets
1. Open a spreadsheet application.
2. Replicate the spreadsheet below and save it using your registration number as the file name. [8]

	A	B	C	D	E	F	G
1	Home Improvements						
2							
3							
4	Bank Loans	Category	January	February	March	Total Costs	
5	Plumbing	A	900	800	900		
6	Architects Fees	A	1000	1500	1500		
7	Tiling Fees	B	1500		1000		
8	Electrical Works	B	2500	2500	2500		
9	Kitchen	B	3000	700	500		
10	Roofing Costs	A	8000	6000	12000		
11	Plumbing	B	900	800	900		
12	Architects Fees	B	1000	1500	1500		
13	Average Costs						
14							
15							
16	Minimum						
17							
18	%						

1. Enter a formula in cell **F5** to calculate the total plumbing costs [1]
2. Copy the formula to calculate for the rest of the costs [$^1/_2$]
3. Enter a formula in cell **C13** to calculate the Average costs for January. [1]
4. Copy the formula to the rest of the Months[$^1/_2$]
5. Enter a formula in cell **B18** that calculates 30% of Costs for February. [1]
6. Validate column **G** so that it only accepts numbers between 50 and 100. [2]
7. Rename the worksheet Projections. [1]
8. Enter a formula in cell **B17** to calculate the number of Cells with Category B Costs. [1]
9. Select the range **B5:F5** and sort the data from Highest to lowest. [1]
10. Filter off all Category A Costs. Copy the results of the filter to a New sheet [1]
11. Remove the filter. [1]
12. Select the range **A4:F13** and insert a 3-D Bar Chart. Move the chart away from the data [2]
13. Enter a formula in cell **G5** that displays the text Above Budget for costs results above 3000 and Below Budget for test results below 3000. [3]
14. Format the range C5:F13 to display a £ sign currency symbol. [1]

Microsoft Access: Databases

1. Open a database application and create a blank new database using your registration number as the database name.

2. Create a table with the four fields and their properties as shown below.[5]

Field Name	Data Type	Field Size or Format
StudentID	Auto Number	Double
FirstName	Short Text	20
LastName	Short Text	20
College	Lookup Wizard	40
Balance	Currency	Euro

3. Set the StudentID field as the primary key. Close and save the table as Students. [2]
4. Open the table and enter records as follows. [5]

CustomerID	FirstName	LastName	College	Balance
1	Leo	Bekenheimer	CHANS	€100.00
2	Janet	Brown	CBPLG	€500.00
3	Janet	Brown	CBPLG	€100.00
4	Mary	Burke	CHANS	€500.00
5	Ken	Byrne	CBPLG	€500.00
6	Ken	Cohen	CBPLG	€700.00
7	Ken	Cohen	CHANS	€500.00
8	Ken	Cohen	CSSTHE	€10.00
9	Ken	Cohen	CSSTHE	€200.00
10	Michael	Cooney	CSSTHE	€500.00

5. Create a Simple Form the Students table save the form as Students Form 1. [1]
6. Create another Form saved as College Form that shows records fields FirstName and College only.[2]
7. Delete record 5 in the Students Form. [1]
8. Create a Report for the Students Table save the Report as Students Report 1. [1]
9. Add the following records to the Students table. [4]

CustomerID	FirstName	LastName	ToyID	Price
11	Isabel	De Soza	CHANS	€500.00
12	Karl	Edmunds	CSSTHE	€700.00
13	Karl	Eduardo	CSSTHE	€500.00
14	Karl	Eduardo	CSSTHE	€100.00
15	Karl	Eduardo	CHANS	€100.00
16	Andrew	Fonseca	CSSTHE	€200.00

10. Create a query that shows records of students with balances above €500.00. [2]
11. Create another query that shows records of students from CSSTHE and CBPLG only.[2]

Microsoft PowerPoint: Presentations [20] Marks

1. **Using data from your Microsoft Word Document** create a presentation based on ten slides, Save the Presentation using your registration number as the file name.
2. Your presentation should have the following
   - Slide number, Date and time and footer on each slide
   - Slide Transitions Effects and Sound effects
   - Theme and background style
   - At least 2 Auto shapes
   - Slides should advance on mouse click
   - Underline all titles in the presentation
   - Hide slide 7 of the presentation
3. Save and close the application.

End of Paper

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