



COLLEGE OF ENGINEERING AND APPLIED SCIENCES

NHIT100: INTRODUCTION TO INFORMATION TECHNOLOGY

END OF FIRST SEMESTER EXAMINATIONS

NOVEMBER 2023

LECTURER: MRS TEMBANI-FUNDISI

DURATION: 3 HOURS

INSTRUCTIONS

You are required to answer questions as instructed in each section

**CREATE A FOLDER ON YOUR DESKTOP AND SAVE IT USING YOUR REG NUMBER
e.g 212220**

Answer all questions in **Section A** and save it in the folder you created

Answer ALL question from **Section B** in the provided answer booklet

Credit will be awarded for logical, systematic and neat presentations

Section A Microsoft Word and PowerPoint[50 marks]

Answer all questions in this Section

Question One

Mail merge (15 marks)

	Business People			
Title	First_name	Last_name	Company	Address
Mt.	John	Oliveira	AU	25 Mutare
Mrs	Mary	Fera	UZ	24 Harare
Dr	Ford	Inacio	NUST	23 Bulawayo

Using the format below design a mail merge letter to the list of Business People from the table above wishing them a Merry Christmas.

Save all the letters as one document and data source in your folder as *Mail Merge*

Question Two:

Microsoft Word (20marks)

Type the text below as it is and save in your folder at the desktop. The name of the file should be your **student number**

Ethical Concepts in Information Security

The student of information security is not expected to study the topic of ethics in a vacuum, but within a larger ethical framework.

However, those employed in the area of information security may be expected to be more articulate about the topic than others in the organization, and often must withstand a higher degree of scrutiny.

1. The Ten Commandments of Computer Ethics

—from The Computer Ethics Institute

- a. Thou shalt not use a computer to harm other people.
- b. Thou shalt not interfere with other people's computer work.

- c. Thou shalt not snoop around in other people's computer files.
- d. Thou shalt not use a computer to steal.
- e. Thou shalt not use a computer to bear false witness.
- f. Thou shalt not copy or use proprietary software for which you have not paid.
- g. Thou shalt not use other people's computer resources without authorization or proper compensation.
- h. Thou shalt not appropriate other people's intellectual output.
- i. Thou shalt think about the social consequences of the program you are writing or the system you are designing.
- j. Thou shalt always use a computer in ways that ensure consideration and respect for your fellow humans.

2. Differences in Ethical Concepts

Studies reveal that individuals of different nationalities have different perspectives on the ethics of computer use.

3. Ethics and Education

Differences in computer use ethics are not exclusively cultural.

Differences are found among individuals within the same country, within the same social class, and within the same company.

Key studies reveal that the overriding factor in leveling the ethical perceptions within a small population is education.

Employees must be trained and kept up to date on information security topics, including the expected behaviors of an ethical employee.

Detering Unethical and Illegal Behavior

There are three general categories of unethical behavior that organizations and society should seek to eliminate:

- Ignorance
- Accident
- Intent

Deterrence is the best method for prevention:

- Fear of penalty:
- Probability of being caught:.
- Probability of penalty being administered

Now do the following:

- a. Bold ,underline and make the heading 'heading 1' [3]
- b. Make the all sub heading 1 to 5 sub heading 'heading 2' [2]
- c. Insert a table of content above the main heading of the paragraph [5]

- d. Insert your student name as a watermark [2]
- e. Perform word count for this passage and write the number of words in it [2]
- f. Insert page number as footer and 'HIT100' as page header [2]
- g. Insert a hyperlink to www.africau.edu on the main heading [4]

Question Three

Microsoft powerpoint [15 marks]

Design a Microsoft power point using the topic 'Ethical Concepts in Information Security from Microsoft word section above.

The presentation should have the following

- a. At least five slides including introduction and conclusion
- b. Each slide should have a slide number and your student number as footer
- c. Theme and background style
- d. Slide transitions
- e. Animations and Rehearsal timing.

[15]

Save as Microsoft PPT in your folder

Section B

Answer all questions in an answer booklet

Question Four (10marks)

1. The easiest way to share a file on your Google Drive with a large group of people is with?

- A. A USB drive
- B. A link
- C. A download
- D. An email attachment

2. When you share a Google Doc with someone else, that person can always edit the file.

- A. True
- B. False

3. Google Docs are similar to files you can create with?

- A. Microsoft Outlook
- B. Microsoft Silverlight
- C. Adobe Creative Suite
- D. Microsoft Office

4. You will need a Google account to use Google Drive.

- A. True
- B. False

5. Collaborate means.

- A. Have the leader of a group do all the work on a project and give it to the others
- B. To borrow the work from a member in your group
- C. To work with another person or group in order to achieve or do something
- D. Pay a classmate to do your assignment for you

6. Collaboration in the workplace is when two or more people (often groups) do what?

- A. Work together
- B. Share ideas
- C. Share a common purpose
- D. All of the answers are correct

7. How much Google Drive space do you get

- A. 5 Gig
- B. 10 Gig
- C. 15 Gig
- D. 20 Gig

8. Which google form element is used when you want the respondent to supply a response of more than 10000 words

- A. Long answer
- B. Drop Down
- C. Short answer
- D. File Upload

9. What are some of the technological advancements that have made workplace collaboration easier?

- A. High speed internet and digital/remote file sharing
- B. Microsoft Office and Adobe Suite
- C. SMS communication
- D. All of the answers are correct

10. Some of the benefits of collaboration in the workplace are:

- A. Access to additional skills

- B. Employee development
- C. Quicker problem solving and solutions
- D. All of the answers are correct

Question Five (40marks)

1. List any 3 typed of the following :
 - a. Input devices
 - b. Output devices
 - c. Storage devices(9)
2. Define *processing* in computing (1)
3. List and explain any 3 types of computers (9)
4. Giving examples ,explain the Operating System and application software (10)
5. What's the difference between WAN and LAN (3)
6. Define the following internet terms:
 - a. Cookies
 - b. Search engine
 - c. Electronic commerce
 - d. Portal(8)

END OF EXAMINATION