"Investing in Africa's Future"

School of Law

COURSE TITLE: HIT100– Communication and Information Technology

1st SEMESTER: EXAMINATION 1 Aug-Dec 2022

LECTURERS: DR GADZIKWA & MR J. CHINZVENDE

TIME: 3 HOURS

INSTRUCTIONS

Answer Section A in your answer booklets and Section B in your computer

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 your student number is the name of the folder (for example 220700)
Credit will be awarded for logical, systematic and neat presentations.

Section A Communication skills [50 marks

Choose **ANY TWO** questions from this section (All the questions carry equal marks)
1) As a legal practitioner leading a law firm with people from diverse backgrounds, what leadership style would you adopt to maintain harmony and independence within the firm **(25 marks)**
2) "We do not listen with our mouths open" Anonymous. In light of this statements justify why listening skills are critical in the legal profession **(25 marks)**
3) Discuss the importance of ethical communication in the legal profession **(25 marks)**
4) Justify the importance of conflict management and resolution skills in the legal profession **(25 marks)**

Section B Information Technology [50 marks]

Question One [20]

Using MS Word type, the text below as it is and then answer the questions that follows

Data Protection

Introduction Dictionaries and definitions seldom make compelling reading, but in the law an appreciation of basic concepts is key to understanding of a topic. s. The following précis may serve as a definition.

> Data protection legislation applies where personal data
> (including sensitive personal data) relating to an identifiable
> individual (data subject) is subjected to certain forms of processing.

Protection Technologies

When it comes to protecting your data, there are many storage and management options you can choose from. Here are some of the most commonly used practices and technologies:

1. **Data discovery**—a first step in data protection, this involves discovering which data sets exist in the organization

2. **Data loss prevention (DLP)**—a set of strategies and tools that you can use to prevent data from being stolen, lost, or accidentally deleted
3. **Storage with built-in data protection**—modern storage equipment provides built-in disk clustering and redundancy.
4. **Backup**—creates copies of data and stores them separately, making it possible to restore the data later in case of loss or modification.
5. **Snapshots**—a snapshot is similar to a backup, but it is a complete image of a protected system, including data and system files.
6. **Replication**—a technique for copying data on an ongoing basis from a protected system to another location.
7. **Firewalls**—utilities that enable you to monitor and filter network traffic. You can use firewalls to ensure that only authorized users are allowed to access or transfer data.
8. **Authentication and authorization**—controls that help you verify credentials and assure that user privileges are applied correctly.
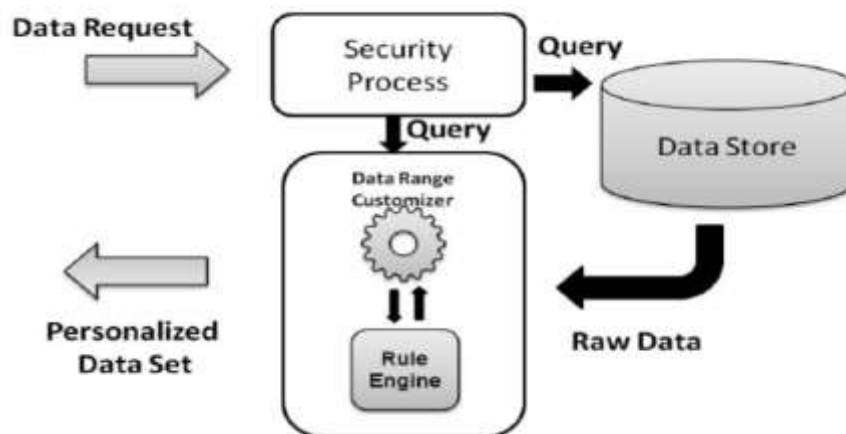
1. Make the heading 'Data Protection" **Heading 1**   [02]
2. Make all other sub-headings **Heading 2**   [04]
3**.** Change the heading "Protection Technologies" to bold, italic and underline it   [03]
4. Insert a table of contents above the Heading 'Data Protection"   [03]
5. Change definition to font size 16, color yellow and font type to MS GOTHIC   [03]
6. Drop Cap the letter "D" for heading "Data Protection"   [02]
7. Insert your student number as Header and page number as footer   [03]

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

Question Two [10]

Design a Microsoft power point using the topic" Data Protection" from **Question One**

above.

The presentation should have the following

a. A Master slide to control all the other slides
b. At least five slides including introduction and conclusion
c. Each slide should have a slide number and your student number as footer
d. Theme and background style
e. Slide transitions
f. Animations and Rehearsal timing.
g. Your picture at the last slide

[10]

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

Question Three [10]

	StudentNo	FirstName	Surname	Test1	Test2	Test3	Total	Average	Grades
				Mark 0-59 = F, 60-69 = D, 70-79 = C, 80-89 = B, and 90-100 = A					
1	220560	Priyanka	PEGGIE	88	90	60			
2	220561	Elizabeth	Natasha	56	77	65			
3	220572	Linda	Rufaro	55	75	69			
4	220573	Cathrine	Chantill	50	60	50			
5	220574	Makanaka	Manyawu	45	90	44			
6	220575	Leratho	Plaxedes	51	50	54			
7	220576	Panashe	Michelle	66	70	75			
8	220577	David	Tapiwanashe	65	70	70			
9	220578	Shamiso	Michelle	55	80	49			
10	220579	Musawenkosi	Nyangani	40	60	65			

1 Find the total of the marks in column F   [1]
2 Find the average of the marks in column G   [1]
3 Round off the averages in column G to the nearest whole number   [1]
4 Sort the averages in column G from the highest to the lowest   [2]
5 Use the IF formula to enter grades in grades column   [2]
6 Validate column B to allow text only between 3 and 20   [2]

Question Four Microsoft Access [10]

Design a MS database using the information provided in Section C above.
The database should have the following objects: -

1.Table to house the records
2. Form for data entry
3. Query to retrieve students with marks less than 50
4. Report on all students   [10]

End

[10]