AFRICA UNIVERSITY

(A United Methodist-Related Institution)

"Investing in Africa's Future"

COLLEGE OF SOCIAL SCIENCES, THEOLOGY, HUMANITIES AND EDUCATION

NHIT100– INTRODUCTION TO INFORMATION TECHNOLOGY

END OF FIRST SEMESTER EXAMINATION

LECTURER: MR J.CHINZVENDE

TIME: 5 HOURS

INSTRUCTIONS

Answer questions instructed in each section

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 put your student number as the name of the folder (for example 210708)
Upload the folder on Moodle when done

Credit will be awarded for logical, systematic and neat presentations.

Section A Microsoft Word [30 marks]

Word Question One

As a Class representative for the Social Work group, you are required to write an individualised letter to all the members of the group. All you have are their First Names, Surnames and Physical Addresses. In the letter you are wishing them a Mary Christmas and a Prosperous 2022 Describe how you would achieve this

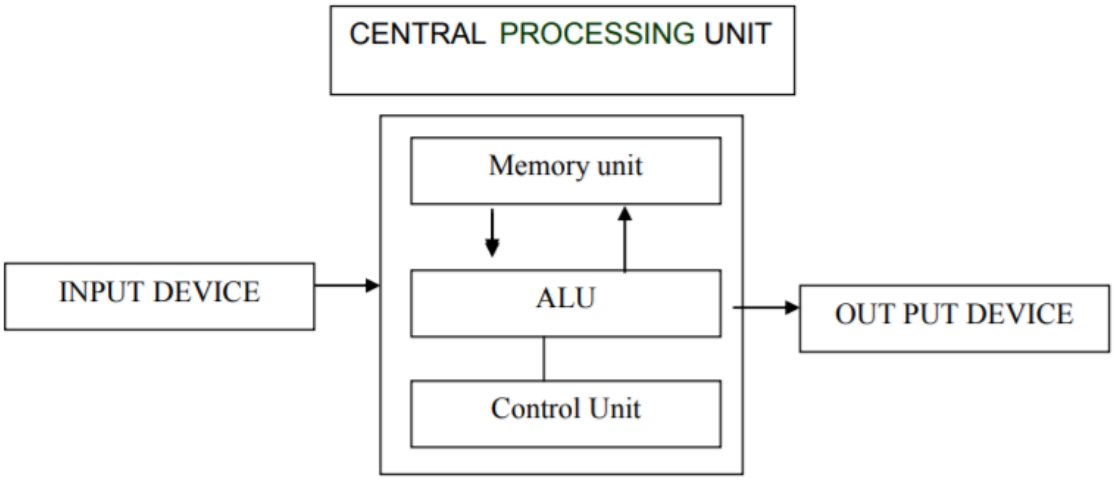
Save the file in your folder as Word Question One [10]

Word Question Two

Type the following text as its is. Save it in your folder as Word Question two

Introduction to computers

Block diagram of a Computer :



Software
There are programs that control the computer and make it function.

Program
This is a set of instructions that the computer obeys. Computer programs can be extremely long and complex sets of instructions. It is quite common for computer programs to be tens of thousands of lines long. The application programs that you use on your PC for word processing and spreadsheets are in fact even longer.There are Mainframes which are the largest and most powerful of computers. Oldest **1940** AD They

require temperatures below ten degree Celsius (10^0C) . The manufactures of the mainframe thought they were the first and last (α and Ω) but the latest are smaller and more powerful.

Devices and their functions

Unit		Function
1.Input device	:	Reads information from input media and enters to the computer in a coded form
2.CPU		
(a) Memory unit	:	Stores program and data
(b) Arithmetic Logic unit	:	Performs arithmetic and logical functions
(c) Control Unit	:	Interprets program instructions and controls the input and output devices
3. Output device	:	decodes information and presents it to the user

Hardware

This refers to the physical components of a computer. These are the parts that you can see, feel and hear. Examples are the CPU, the keyboard, the monitor, memory, cables, mouse, printer and power supply.

1. Make the heading 'Introduction to computers' Heading 1
2. Make the other headings Heading 2
3. Insert a table of contents above the Heading 'introduction to computers'
5. Bold underline and italicize the Heading Introduction to computers
6. Insert your student number as a watermark
7. Perform word count for text in paragraph under Programs and enter the details below it
8. Inset a hyperlink to www.africau.edu on the main heading

Save the file in your folder as Word Question Two [20]

SECTION B Microsoft Power Point [10 marks]

Design a Microsoft power point using the topic" Introduction to computers" from A 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

Save the file in your folder as with ile name as your student number [10]

SECTION C Microsoft Excel [30 Marks]

Enter the following into Microsoft excel spreadsheet

Below are salaries for employees for the first quota of 2021

	A	B	C	D	E	F	G	H
1	**RegNo**	**Name**	**January**	**February**	**March**	**Total**	**Average**	**Email address**
2	210316	Munashe Mhanda	630	800	650			
3	210320	Shamiso Mwadiwa	780	900	550			
4	210321	vuyelwa Mangena	750	650	550			
5	210323	Tariro Kaiyo	500	900	600			
6	210324	Mellissa chisale	100	900	800			
7	210326	Elshadai Munhande	770	550	600			
8	210418	Tariro Sande	800	950	650			
9	210419	Nyasha Chipindirwe	900	800	700			
10	210420	Rommel Nyausopo	750	850	950			
11	210444	Tinotenda Masinga	500	600	70			

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 [1]
5 Use the auto fill handle to rearrange the numbers in column A [1]
6 Validate column B to allow text only between 3 and 20 [1]
7 Validate column C to allow numbers only between 0 and 1000 [1]
8 Using surname + first letter of first name@africau.edu formulate email address in column H(Hint use the **left** and **concatenate** functions) [3]

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

SECTION C Microsoft Excel Part 2 [20 Marks]

Type the following on sheet 2. **NB** Year is in cell 'A1' and the rest follows suite

	A	B	C	D	E	F	G
1							
2	Semester	Year	Course Code	Credit Hours	Grade	Weight	
3		1st Year	NHCS101	3	A	4	
4			NHFR111	3	B	3.2	
5			NHIT100	3	B-	2.9	
6			NTEV100	3	A	4	
7			SNHrs			SWPts	
8			**CNHrs**			CWPts	
9			**GPA**				
10	**1**		**CGPA**				
11							
12			NHFR112	3	A	4	
13			NSLS105	3	B-	2.9	
14			NNS305	3	C+	2.6	
15			NTEV200	3	A	4	
16			SNHrs			SWPts	
17			**CNHrs**			CWPts	
18	**2**		**GPA**				
19			**CGPA**				

a. Design the table above in Microsoft Excel [03]
b. Calculate the Credit hours(SCHrs) in cells D7and D16 [01]
c. Calculate the Cumulative Credit Hours (CCHrs) in cells F8 , F16 F25 [01]
d. Calculate the Semester Weighted Points (SWPts) in cells G7 and G16 [01]
e. Cumulative Weighted Points (CWPts) in cells G8 and G17 [03]
f. Calculate Grade Point Average (GPA) in cells F9,F17 and F26 [03]
g. Calculate Cumulative Grade Point Average in cells H9,H17 and H26 [03]
h. Round off the GPA and CGPAs to the 2 decimal places [01]
i. Draw a bar graph of course Code against Weights for 1st semester [04]

Save your work in your folder on the desktop with GPA as file name [20]

SECTION D Microsoft Access

a. Design a Microsoft access Students database using the following information

STUDENT

Field	DataType	Field
StudentID	text	10
StudentName	Text	20
DateOfBirth	Date/time	

COURSE

Field	DataType	Field
CourseCode	text	10
CourseTitle	Text	20
CreditHours	number	

ASSESMENT

Field	DataType	Field
AssesmentID	autonumber	
StudentID	Text	10
CourseCode	text	10
Mark	number	
Grade	text	3

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

[10]

b. Enter the following data into the respective tables [05]

Enter the following records into the **STUDENT** table

StudentID	StudentName	DateOfBirth
210268	Austin	15/06/2001
210269	Spencer	16/03/1990
210271	Mack	20/12/1995
210293	Deborah	17/09/2005
210294	Kundai	22/05/2009
210307	Kuda	31/01/1995

Enter the following records into the **COURSE** table

Course Code	Course Title	Credit Hours
NHIT100	Information Systems	2
NAAE202	Hydrology and Water Resources	3
NAAE303	Hydraulics	2
NAAE304	Soil Water Relations and Soil Physics	3
NAAE205	Economics and Socio-Economics	3
NAAE206	Irrigation Agronomy	2

Enter the following records into the **ASSESSMENT** table

AID	StudentID	CourseCode	Mark	Grade
001	210269	NHIT100	82	A
002	210271	NAAE202	70	B
003	210293	NAAE202	70	B
004	210294	NAAE206	51	C
005	210307	NHIT100	85	A

Design a query to get all students with marks above 80% [05]