



"Investing in Africa's Future"

COLLEGE OF BUSINESS PEACE LEADERSHIP AND GOVERNANCE

NHIT100 – INTRODUCTION TO INFORMATION TECHNOLOGY

END OF FIRST SEMESTER EXAMINATION

NOVEMBER 2021

LECTURER:MR B. MUKHALELA

TIME:

5 HOURS

INSTRUCTIONS

Answer questions as indicated in each section

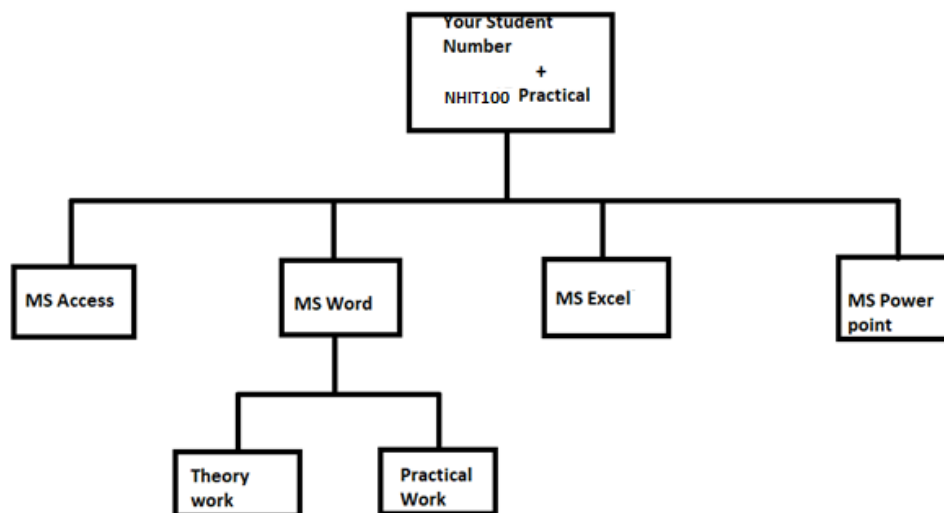
Use a personal computer to answer the examination and please note that one would need internet connection for submission of the exam via Moodle.

The marks allocated to **each** question are shown at the end of the section.

Question 1 Using Folders within the OS

Windows Operating System or any other [5 marks]

Create the following folder structure on your desktop so that you save all your practical work in such.



(2.5)

NB: Copy the two folders, TheoryWork and Practical Work in the MS Word folder and paste them in the other three at the same hierarchical level as MS Word. (2.5)

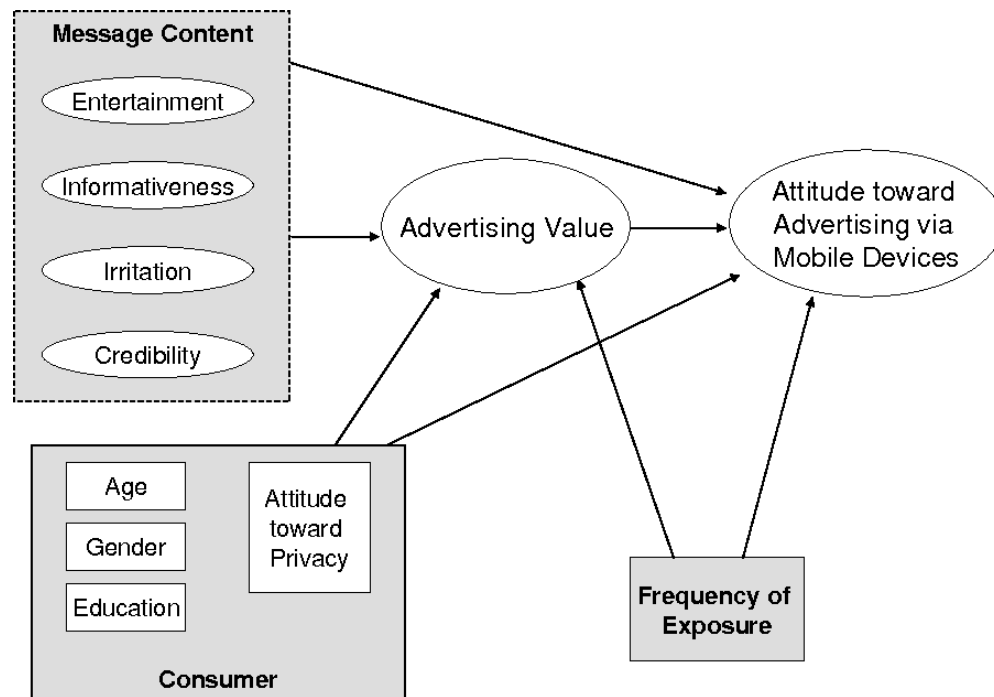
Question 2. Word Processing

Microsoft Word [30 marks]

Using the folder called NHIT100 Exam files and its contents, found on Moodle, attempt the questions below;

- Using a suitable software package, load the file called Find to find and replace the word Telephony and replace it with Phone. **NB:** Save your findings as a screen shot inside the subfolder called Practical Work that you created in the MS Word subfolder as you created in Question 1 above. File name should be **find and replace**. (3)
- Using a suitable software package, load the file called J9SALES.RTF and rename it as Adjusted J9SALES then save it into your MS Word subfolder called Practical Work. (1)

- c. Set the page size to A4. (1)
- d. Set the page orientation to A4. (1)
- e. Set all the margins to 2 centimeters. (1)
- f. Format the entire document into 2 columns of equal width, with a 2 centimeter gap between the columns. (1)
- g. Set all the text to serif font. (1)
- h. Set all the text left aligned. (1)
- i. Set all the text to 1.5 line spacing. (1)
- j. Make all the text left aligned. (1)
- k. Set the font size for all the text to 11 point. (1)
- l. Insert a page break before the first paragraph. (1)
- m. Format ONLY the first page of the document into a single column. (1)
- n. Make this first page a title page by adding the heading Very Special Holidays 2009 in a sans-serif font. (1)
- o. Centre align the heading. (1)
- p. Set the font size of the heading to 36 points. (1)
- q. Below the heading, add the sub-heading Sales Report by and add your name. (1)
- r. Set the text used for the heading to the same sans-serif font as the heading. (1)
- s. Set the font size of the heading to 18 point. (1)
- t. Right align the subheading. (1)
- u. Place your name left aligned , your Course Code centre aligned, and your Student number right aligned in the header. (1)
- v. Place an automated page number left aligned in the footer. (1)
- w. Make sure that the headers and footers do not appear on page one , but are displayed on all the other pages. (1)
- x. Make sure that all the alignments match the margin settings. (1)
- y. Draw the following picture using a word program. (10)



Question 3 Spreadsheets

Microsoft Excel Part 1 [10 marks]

- a. Using an appropriate software package, load the file called charts, found in the NHIT100 Exam folder in your Moodle , and save it into your MS Excel subfolder called Practical Work, file name should be vap charts1, then do the following; (1)
- b. Using appropriate formulars, fill in and spread the effect for:
 - (i) Total Sales in column E
 - (ii) Net Sales in column G
 - (iii) Average Sales in column H and
 - (iv) Totals in row 7 (5)
- c. Create a cell ranges A2 upto D6 and add the following;
 - (i) Enter an appropriate Chart Title
 - (ii) Label both axis (4)

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			Course Code	Notional Hours	Grade	Weight		
2	Semester							
3	1	1st Year	SSS101	120	A	4		
4			SSS102	120	B	3.2		
5			SSS103	120	B-	2.9		
6			SSS104	120	B+	3.5		
7			SNHrs	-		SWPts		
8			CNHrs			CWPts		
9			GPA					
10			CGPA					
11			2					
12				SLS104	120	B+	3.5	
13	SLS105			120	B-	2.9		
14	SNS305			80	C+	2.6		
15	TEV200			80	C	2.3		
16	SNHrs					SWPts		
17	CNHrs					CWPts		
18	GPA							
19			CGPA					

- Design the table above in Microsoft Excel (3)
- Calculate the Notional hours(SNHrs) in cells D7 and D16 (1)

- c. Calculate the Cumulative Notional Hours (CNHrs) in cells F8 , F16 F25 (1)
- d. Calculate the Semester Weighted Points (SWPts) in cells G7 and G16 (1)
- e. Cumulative Weighted Points (CWPts) in cells G8 and G17 (3)
- f. Calculate Grade Point Average (GPA) in cells F9,F17 and F26 (3)
- g. Calculate Cumulative Grade Point Average in cells H9,H17 and H26 (3)
- h. Round off the GPA and CGPAs to the 2 decimal places (1)
- i. Draw a bar graph of course against marks for 1st semester (4)

Save your work in your folder and save it into your MS Excel subfolder called Practical Work, file name should be Semester Grade Calculator.

Question 4 Databases

Microsoft Access [30 Marks]

- a. Design a Database for a pre school database using the following information

Pupil

Field	DataType	Field
PupilID	Text	10
PupilName	Text	20
DateOfBirth	Date/time	

Subject

Field	DataType	Field
SubjectCode	Text	10
SubjectTitle	Text	20
Hours	Real	

Registration

Field	DataType	Field
RegID	Autonumber	
PupilID	Text	10
SubjectCode	Text	10
RegDate	DateTime	short
Mark	Text	6

NB PupilID and SubjectCode fields should be lookup fields from the respective tables (10)

- b. Design forms and enter the following data into the respective tables (10)
Enter the following records into the Student table

PupilID	PupilName	DOB
P001	Tatenda	15/06/2010

P002	Mary	16/03/2011
P003	Barbra	20/12/2013
P004	Tashinga	17/09/2011
P005	Judah	22/05/2011

Enter the following records into the Course table

CourseCode	CourseTitle	CreditHour
S001	Introduction to computers	2
S002	Management	3
S003	Maths	3
S004	English	3

Enter the following records into the Registration table

RegID	StudentID	CourseCode	Mark
001	P002	S001	80
002	P003	S001	50
003	P001	S002	34
004	P004	S004	90
005	P002	S001	80

- Design a query to get PupilName ,CourseCode and Mark WHERE Mark is less than 50
- Design a query to get PupilName ,DOB WHERE DOB is less than or equal to 25/23/2012
- Design a query to get PupilName ,SubjectCode and Mark WHERE Mark is more than 50
- Design a query to get PupilName , DOB ,SubjectCode,SubjectTitle and Mark WHERE Mark is greater than 50
- Design a report for marks obtained by a **Pupil**

(10)

Question 5 Presentation.

Microsoft PowerPoint [5 Marks]

Design a Microsoft power point using the topic '**Terms and Condition of a Sale** ' from file called Find you used in Question 2 above.

The presentation should have the following

- 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. (5)

End of Examination.