



“Investing in Africa’s future”

COLLEGE OF BUSINESS, PEACE, LEADERSHIP&GOVERNANCE (CBPLG)

NHIT100: INTRODUCTION TO INFORMATION TECHNOLOGY

END OF SEMESTER FINAL EXAMINATIONS

NOVEMBER 2019

LECTURER: MR J. CHINVZENDE & MRS T. CHIOMBA

DURATION: 3 HRS

INSTRUCTIONS

Answer **ALL** Questions.

Create a folder on your desktop and enter your Student Number as the folder name (for example 190708). Save all your 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

Question 1 [25 Marks]

1. Open a word processing application and type the document below, save the document using your registration number as the file name. [10]

Badminton

The idea of using a shuttle in a game dates back to China in the 5th century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16th century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 18⁷⁰'s and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England 30⁰ Celcius.

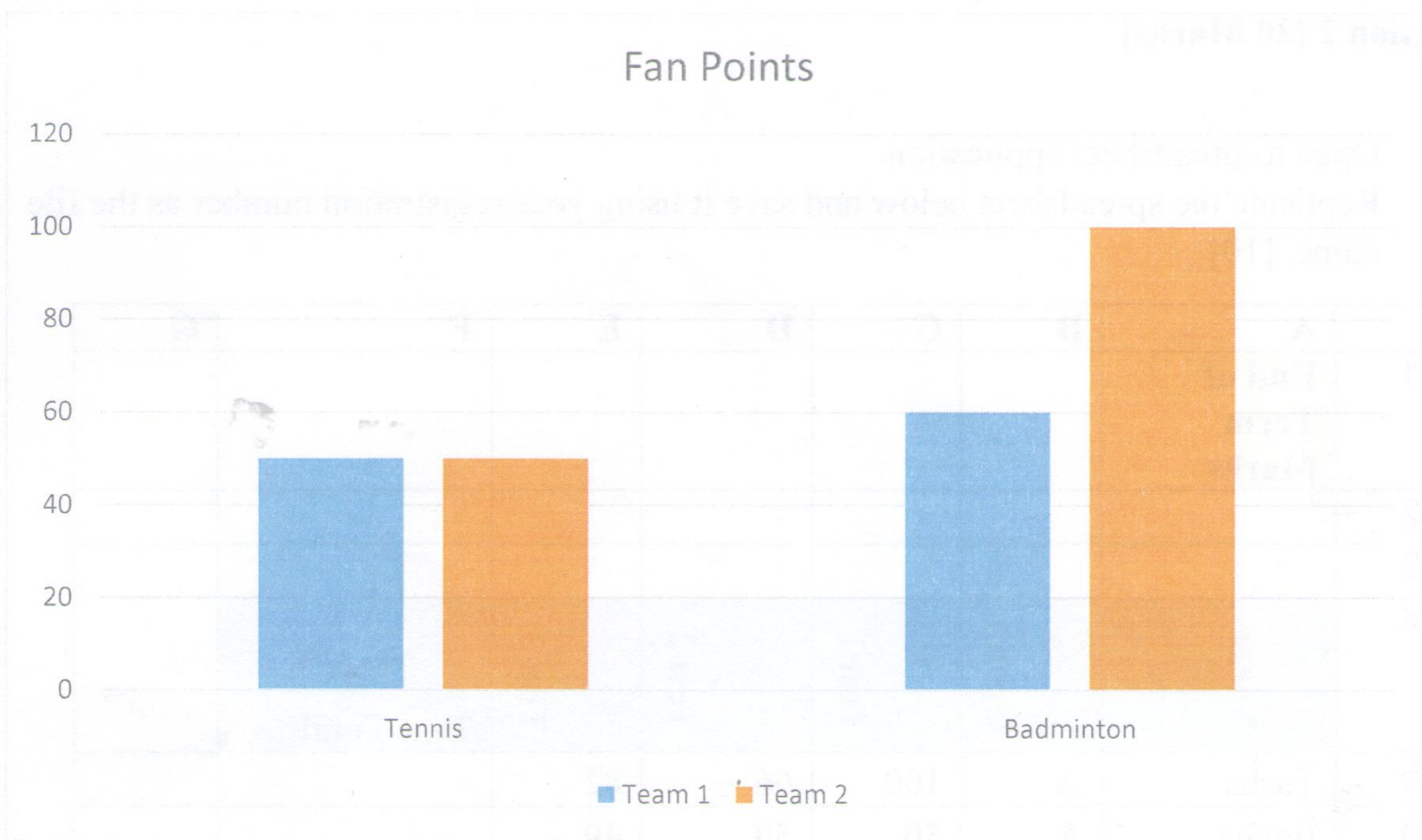
It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton .

The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players.

Today, Badminton is an Olympic sport played in many parts of the world.

Faults List

- I. When the shuttle lands outside the Badminton court.
- II. When the shuttle passes under or through the net.
- III. When the shuttle touches a player.
- IV. When a player distracts an opponent.
- V. When the shuttle is hit twice in succession by the same player with two strokes.
- VI. When the shuttle is caught in the net during a service.
- VII. When a player touches the net with a racket.



2. Apply Emphasis heading style to the Faults list heading. [1]
3. Use the format painter function to copy the heading style to all the headings in the document. [1]
4. Replace every occurrence of the word Badminton with the word Tennis. [1]
5. Change the line spacing of the all the whole document to Multiple spacing. [1]
6. Justify all the text in the document. [1]
7. Format the text of the Faults List to be displayed in two columns. [1]
8. Insert a page break after the faults list. [1/2]
9. Change the font of all the text in the document to Batang. [1]
10. Apply a border to the whole document. [1/2]
11. Apply a 3pt border to the first paragraph of the document. [2]
12. Spell check the document for any spelling and grammatical errors. [1]
13. Insert a customized watermark with the text NHIT100 AUG19. [1]
14. Insert bottom centered page numbers to the document. [1]
15. Insert a Header with the text Word Processing. [1]
16. Change the document orientation to landscape. [1]
17. Save and Close the application. [1/2]

Question 2 [30 Marks]

- 1. Open a spreadsheet application.
- 2. Replicate the spreadsheet below and save it using your registration number as the file name. [10]

	A	B	C	D	E	F	G
1	End of Term Marks						
2							
3							
4	Name	Group	Test 1	Test 2	Test 3	Test Total	
5	Tasha	A	100	66	82		
6	Ilunga	A	50	50	49		
7	Melusi	B	92	70	80		
8	Tadiwa	B	42	30	40		
9	Loice	B	100	90	52		
10	Takunda	A	100	60	52		
11	Davies	B	97	100	30		
12	Gabriela	B	72	88	68		
13	Test Average						
14							
15							
16	Maximum						
17							
18	%						
19							
20	Semester						
21	1	1st Year	NHCS 1011	120	A	4	
22			NHFR 1111	120	B	3.2	
23			NHIT 1000	120	B-	2.9	
24			NSLS 1000	120	B+	3.5	
25			SNHrs			SWPts	
26			CNHrs			CWPts	

27			GPA				
28			CGPA				
29	2						
30			NSLS 104	120	B+	3.5	
31			NSLS 105	120	A	4	
32			NSNS 305	120	C+	2.6	
33			NTEV 200	120	C	2.3	
34			SNHrs			SWPts	
35			CNHrs			CWPts	
36			GPA				
37			CGP A				

1. Move the data in the range A20:F37 to a new worksheet named GPA. [1½]
2. Enter a formula in cell F5 to calculate the Test total marks Martha [1]
3. Copy the formula to calculate marks for the rest of the students [½]
4. Enter a formula in cell C13 to calculate the Test Average for Test 1. [1]
5. Copy the formula to the Test Average for Test 2 and test 3. [½]
6. Enter a formula in cell B18 that calculates 35% of the Test Total for Test 3. [2]
7. Enter a formula in cell B17 to calculate the number of Cells with numerical data in the range A1:F18 [1]
8. Select the range B5:F5 and sort the data from lowest to Highest. [2]
9. Rename the worksheet to Students Marks. [1]
10. Filter off all students in Group A. Copy the results of the filter to a New sheet [2]
11. Remove the filter from the Term Marks worksheet. [½]
12. Enter a formula that calculates the number of students in group A. [1]
13. Rename the worksheet with the filtered data to Group A. [1]
14. Select the range A4:F13 and insert a 3-D Bar Chart. Move the chart away from the data [1]
15. Enter the text Analysis in Cell G4. [½]
16. Enter a formula in cell G5 that displays the text Good for test results above 200 and Bad for test results below 200. [3]
17. Save and Close the application. [½]

Question 3 [25 Marks]

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

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

Field Name	Data Type	Field Size or Format
CustomerID	Auto Number	Double
FirstName	Short Text	20
LastName	Short Text	20
ToyID	Number	Long Integer
Price	Currency	Euro

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

CustomerID	FirstName	LastName	ToyID	Price
1	Leo	Bekenheimer	3	€9.00
2	Janet	Brown	4	€5.00
3	Janet	Brown	2	€1.00
4	Mary	Burke	4	€5.00
5	Ken	Byrne	4	€5.00
6	Ken	Cohen	5	€7.00
7	Ken	Cohen	4	€5.00
8	Ken	Cohen	2	€1.00
9	Ken	Cohen	1	€2.00
10	Michael	Cooney	4	€5.00

4. Create a Simple Form from the Customers table save the form as Customers Form 1. [1]
5. Create another Form that shows records fields FirstName and Price only.[2]
6. Create a Report for the Customers table save the Report as Customers Report 1. [1]
7. Add the following records to the Customers table. [4]

CustomerID	FirstName	LastName	ToyID	Price
11	Isabel	De Soza	4	€5.00
12	Karl	Edmunds	5	€7.00
13	Karl	Eduardo	4	€9.00
14	Karl	Eduardo	3	€1.00
15	Karl	Eduardo	2	€1.00
16	Andrew	Fonseca	1	€2.00

8. Create a query that shows records of Toys priced above €5.00. [2]
9. Create another query that shows records of Customers with the Last Name Chohen. [2]
10. Save and Close the application. [1]

Question 4 [25 Marks]

1. Open a presentation application and create a presentation based on ten slides, (**Use data from your Word Document**) 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!