



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

**HUMAN RESOURCES MANAGEMENT AND PURCHASING
MANAGEMENT**

**MODULE: Business Computing and
Digital literacy**

PAPER NO: 310/22/M04

DURATION: 3 Hours

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

Bond paper and Storage media

INSTRUCTIONS TO CANDIDATE

1. Answer ALL questions.
2. Each question carries 25 marks
3. Type your candidate number and answer script number on every sheet.
4. Submit both hard copy and soft copy

This paper consists of 5 printed pages.

QUESTION 1

- a) Using a word processor package, reproduce the given passage font size 12, Times New Roman for the rest of the passage, Heading size 14. Print (13 marks)

Business Computing and Information System

It refers to large and complex structures, comprised of both hardware and software that are used to manage organisational, financial personnel and other forms of data.

It allows learners to gain expertise in business and technology, combining critical skills for modern workplaces. Explore key areas such as data analysis, software development, and e-commerce.

Benefits from industry –relevant projects, workshops and real-world experience. Prepare for roles in IT management, business analysis and more. Join a vibrant community of learners.

Business computing and Information systems program is essential for those seeking a competitive edge in the dynamic business and technology landscape. Acquiring in-demand skills in data analysis and e-commerce.

This course equips you for diverse roles in IT management	50%
Gains real world experience through projects and workshop	20%
Choose flexible on-campus or online learning	20%
Access cutting-edge resources and expert faculty	10%
	100%

- b) Bold, double underline, centre and increase the heading to font size 16pt. (4 marks)
- c) Change the heading to toggle case. (1 mark)
- d) Drop cap to two (2) lines each paragraph (4 marks)
- e) Put the last paragraph into two (2) columns (2 marks)
- f) Insert your candidate number as the footer. (1 mark)

QUESTION 2

- a) Reproduce the given worksheet and print a copy. (8 marks)

	Theory		20 %	Practical		20%	Test		20%	Total 60%
Full name	1	2		1	2		1	2		
Chiimbe Mary	54	56		56	56		56	45		
Munava Melody	23	76		67	45		45	56		
Tsamba Ruth	45	56		57	45		78	67		
Chati Venah	56	45		67	78		68	67		
Mango David	34	78		90	90		79	45		
Rice Daniel	78	67		67	67		90	45		

- b) Insert heading “NC MARKSHEET” and merge and centre it. (2 marks)
- c) Calculate the missing figures (Theory 1 + Theory 2)/200x20. (12 marks)
- d) Create a column graph showing full name and total column only, name the graph final mark (60%). (3 marks)

NB: Candidate and script number must appear on every page.

QUESTION 3

- a) Create a database with a table called Chikubi inmates followed by your candidate number. Populate the data given. (10 marks)

Full name	Gender	Years in Jail	DOB	ID No.
Moyo Gift	M	1	12/06/2000	75-12345V45
Mufi Leon	M	5	11/1/1989	75-25413Z75
Shumba Dee	F	3	17/4/2001	56-24531J56
Mara Nancy	F	1	1/5/1975	75-222221M75
Motsi George	M	10	10/7/2003	18-246810V18
Pafiwa Ruth	F	5	14/10/2000	75-457826K18
Katso Joram	M	3	5/1/1979	04-4567826B04
Murimi Saru	F	2	5/1/1975	75-234567K75

- b) Create a query showing all male inmates born after 1989 and name it “Born free” followed by your candidate number. (5 marks)
- c) Create a query of all female who are to serve more than 4 years in jail, call it “after (4) year” with you candidate number. (3 marks)
- d) Design a report in columnar form showing all male inmates born after 1989. Name the report “MALE INMATES” and to fit on 1 page. (5 marks)
- e) Create a form in data sheet view from the table created in (b) above. (2 marks)

NB: Candidate and script number must appear on every script.

PAPER NO: 310/22/M04 – BUSINESS COMPUTING AND DIGITAL LITERACY
QUESTION 4

You are required to prepare a presentation using a presentation package

- a) Slide 1
- Title: Storylane Family cruises
 - Company logo (use any image of your choice from shapes)
 - Address: 34 Bristol Road
Gweru
Zimbabwe
- Website: www.storylanecruises.co.zw
- NB: Title should be font size 54, Arial
Rounded MT Bold (6 marks)
- b) Slide 2: Heading – islands (in uppercase)
Content: Canary Islands
Mediterranean
Greek Island
Robben Island
Insert Hollow square bullet (6 marks)
- c) Slide 3
- Use the following data to produce a pie chart.
 - Title: “Our market share” content canary Island 54%, Mediterranean 28%,
Greek Island 6%, Robben Island 16% Font size of the heading to be 10pt.
(7 marks)
- d) Insert header “Your candidate number, footer,” Course name, page number
and date. Apply to all slides. (4 marks)
- e) Print all slides on one page. (2 marks)

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