



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

BUSINESS AND MANAGEMENT STUDIES

**MODULE: Business Computing and
Digital Literacy**

PAPER NO: 310/22/M04

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

1. Storage media.
2. Bond paper.

INSTRUCTIONS TO CANDIDATE

1. Answer all questions.
2. Submit both hard copy and soft copy.
3. Candidate number and script number should appear on every sheet.
4. Each question carries equal marks.

This paper consists of 6 printed pages.

QUESTION 1

- (a) Reproduce the passage below using Times New Roman, font size 12, save as Qn1 and print. (7 marks)

Clean sweep at Zisco.

Tina Shumba joined the head office of Zisco Computers Ltd as an Office manager on 27th of July 2023. His appointment was in no small way due to his record of achievement in a smaller company which had been in need of an office. At twenty eight (28) Tina was ambitious and an extremely hard worker. In his previous appointment, he has a reputation hard and fair. The Zisco Computer Ltd was a much larger organisation with generally good staff relationship and low staff turnover.

Some six weeks after his appointment, Tina Shumba sent the following memorandum to all office staff:-

Subject: Office Re-organisation.

You will doubtless recall my first meeting on the 4th of August 2023 when I informed the department of the poor performance. I had noted that changes would need to be made.

Despite the introduction of an open-plan office to accommodate a centralised secretarial service, efficiency and productivity still leave much to be desired. Staff members are still wasting time in idle gossip and showing little consideration for others in the open plain working area. Moreover, it is apparent the little effort is being made to promote the effectiveness of the re-organisation.

You are therefore reminded of the obligation implicit in your contract of employment in supplying a degree of commitment relates to your remuneration. I expect to see an immediate improvement generally in production department.

- (b) Embolden the heading, centre, double underline and change font size to Calibri 20. (4 marks)
- (c) Colour the background of paragraph two (2) to light grey. (2 marks)
- (d) Drop cap to two (2) lines the first letter of first paragraph. (2 mark)
- (e) Justify the whole document excluding heading. (2 marks)
- (f) Apply a two (2) columns format with a line between on paragraph four (3 marks)
- (g) Insert a diagonal watermark "Office Re organisation" (3 marks)

- (h) Insert a picture / image of your choice between paragraph 1 and 2.
(2 marks)

QUESTION 2

- (a) Design a database called customer detailed. Within the database , create a table named customer and add the following details and print.
(10 marks)

Account number	Surname	Gender	Branch	Amount Due
MT 30	Muono James	M	Mutare	\$50
BT80	Choto nelson	M	Byo	\$78
G24	Tawana Trish	F	Gweru	\$95
MT23	Tom Joy	F	Mutare	\$88
HA44	Peter Kailer	F	Angwa	\$90
HA22	Gотора Koga	M	First Street	\$60
MM01	Teach Jophy	F	Mutare	\$34
RN55	Rotal Jane	F	Marondera	\$70

- (b) Create a query to extract all females with a branch called Mutare with name "Female Mutare".
(5 marks)
- (c) Create a query to extract all customers with more than \$88 due and print, query name "more than 88".
(5 marks)
- (d) Create a report with details sorted in ascending order of surname and print.
(5 marks)

NB: Every filename should end with your candidate number eg Tego01110240L375.

QUESTION 3

- (a) Create the following worksheet and save it as market Produce. Print copy. (7 marks)

Dombs Vegetable Market Produce as at April 2024.

Product	Quantity (tonnes)	Cost price per tonnes	Mark - up per product @ 35%	Selling price
Tomatoes	2	50		
Potatoes	15	120		
Water melon	35	95		
Pineapples	15	36		
Cabbages	25	45		
Carrots	0.5	100		
Green pepper	0.4	60		
Red pepper	0.7	67		
Beetroot	4	45		
Leak onions	2.5	30		

- (b) Insert a column called “Total Cost” after “Cost Price per tonnes “column and calculate the total cost price using appropriate formulas.(7 marks)
- (c) Calculate mark-up for each product given that Mark-up =35% x Total Cost. (2 marks)
- (d) Calculate Selling Price using appropriate formula. (2 marks)
- (e) Sort products in descending order. (2 marks)
- (f) Create a labelled bar graph using product column and quantity column. Chart title is “Market Produce” (5 marks)

QUESTION 4

Create the following presentation

(a) Slide one

Title: Business Computing

(½ mark)

Change the font type of the title to Algerian

(½ mark)

Subtitle: Presented by “Type your candidate number”

(½ mark)

(b) Slide two

Title: Module Description

(½ mark)

Content

Coursework	Examination
2 assignments (20%)	4 questions
2 Practical (20%)	MS word and Excel
2 Test (20%)	Ms Access and PowerPoint

(2 marks)

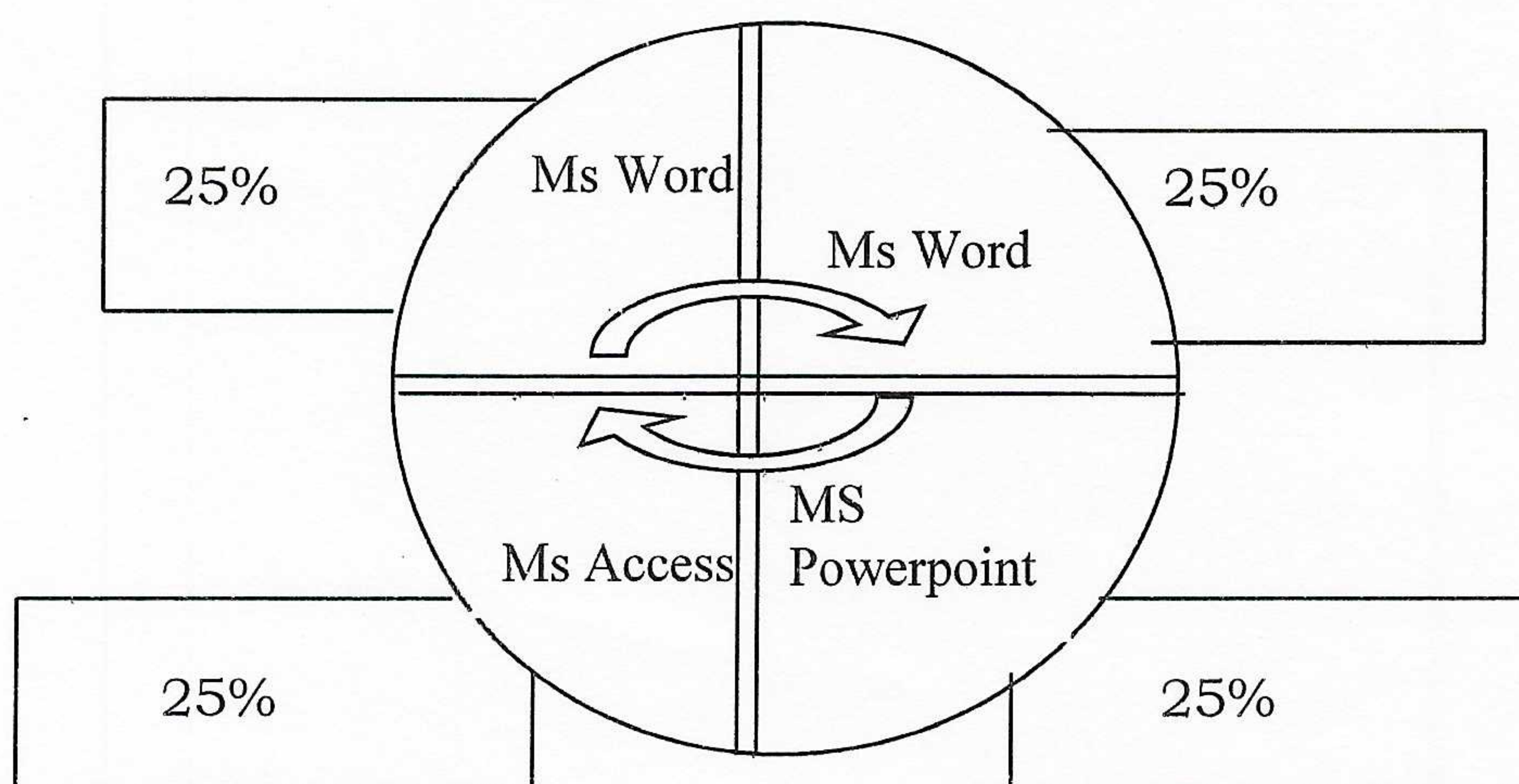
Bold and centre the title.

(2 marks)

(c) Slide three

Title : package contribution

(1 mark)



(4 marks)

(c) Slide three

- Italise the title (1 mark)

(d) Slide four

Title: Skill sets (1 mark)

Content:

- Data analysis (1 mark)
- Presentation (1 mark)
- Work processing (1 mark)
- Data management (1 mark)

(e) Slide 5 (five)

Title: Thank you (1 mark)

Centre: Align the title (1 mark)

Content: Present the information in slide four in a cycle (4 marks)

NB Apply Footer of your candidate number on all slides. (2 marks)

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