



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL FOUNDATION CERTIFICATE

IN

COMPUTER OPERATIONS AND PACKAGES

**SUBJECT: Computer Operations and Packages PAPER NO: 115/15/S01A
(Theory)**

DURATION: 2 hours

NOVEMBER/DECEMBER 2022 EXAMINATION

REQUIREMENTS

Answer booklet

INSTRUCTIONS TO CANDIDATE

- 1) Answer all questions.**
- 2) Start each question on a fresh page.**

This paper consists of 5 printed pages.

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QUESTION 1

- a) The hardware devices attached to a computer are called----- (1 mark)
- b) PC refers to----- (1 mark)
- c) State whether its true or false:
 - i) Keyboard is an output device (1 mark)
 - ii) MICR is an input device (1 mark)
 - iii) Barcode reader is an output device (1 mark)
 - iv) Light pen is an output device (1 mark)
 - v) Inkjet printers are impact printers (1 mark)
- d) Give the name of a folder within another folder. (1 mark)
- e) State two (2) limitations of computers. (2 marks)
- f) Give examples of image file extensions (2 marks)
- g)
 - i) Define cloud computing (1 mark)
 - ii) Give two (2) disadvantages of cloud computing. (2 marks)

QUESTION 2

- a) Give two (2) features of a word processor (2 marks)
- b)
 - i) State two (2) disadvantages of mail merge. (3 marks)
 - ii) State the two (2) parts that are essential for a mail merge. (2 marks)
- c) Identify the formatting done on the following document. (4 marks)

Computers

Endorsed by Cambridge International Examinations
Cambridge IGCSE Computer Science (0478^b) syllabus

- d) Give three (3) other document inserts apart from pictures. (3 marks)

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- e) The following spreadsheet table shows a student's expenses for four (4) months:

	A	B	C	D	E	F
1	Items	Month 1	Month 2	Months 3	Month 4	Total
2	Clothes	50.00	-	-	20.00	
3	Food	80.00	75.00	65.00	90.00	
4	Travel	30.00	25.00	40.00	50.00	
5	Stationery	55.00	30.00	65.00	40.00	
6	internet	60.00	70.00	65.00	70.00	
7						

Write down a cell reference which contains :

- i) Label
 - ii) Value (2 marks)
- f) Write a formula that should be inserted into F2 to calculate the total expenditure on clothes for these four months. (2 marks)
- g) Describe how the formula in F2 can be replicated to calculate the total expenditure for each item. (2 marks)
- h) Write a formula that should be inserted into F7 to calculate the total expenditure for all items. (2 marks)

QUESTION 3

A gramsol bookseller uses a database to keep details of the book in stock. Part of the database is shown below.

CATNO	TITLE	AUTHOR	PUBLISHED	SALES
A302	Computer Science	WATSON	2015	475
X401	Antique Cars	WILLIAMS	2007	5612
L290	Surfing	CHRISTIAN	2013	93
M685	The Internet	DAVID	1992	6718

- a) State the name of a field that contains:
- i) Numeric data
 - ii) Alphanumeric data (2 marks)

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- b) i) State the name of the field that should be used as the key field. (1 mark)
- ii) Explain the purpose of a key field. (2 marks)
- c) The records are sorted into descending order of sales. The following search condition is then input (Sales<6000) and (PUBLISHED <=2013). (2 marks)
Write down the output using only the CATNO field in the sorted order.
- d) How many records are in this database. (1 mark)
- e) Give any two (2) types of database. (2 marks)

QUESTION 4

- a) Give three (3) features of presentation packages. (3 marks)
- b) State two (2) uses of a presentation. (2 marks)
- c) When printing slides if you want multiple slides per page which function do you use. (1 mark)
- d) State any two (2) hardware that can be used for the delivery of presentations. (2 marks)
- e) Give two (2) examples of presentation packages. (2 marks)
- f) i) Give three (3) formatting styles associated with DTP desktop Publisher. (3 marks)
- ii) State three (3) uses of a Desktop Publisher package. (3 marks)
- iii) List any four (4) Desktop Publisher Packages. (4 marks)

QUESTION 5

- a) i) Define computer crime (1 mark)
- ii) State two (2) types of computer crime (2 marks)
- iii) Give two (2) ways of protecting against computer crime. (2 marks)
- b) i) Define freeware (1 mark)
- ii) List two (2) types of freeware. (2 marks)

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- iii) Give two (2) examples of freeware software. (2 marks)
- c) Disabled people often need special peripheral devices to access computer system. State two (2) such devices. (2 marks)
- d) Give two (2) natural disasters that can cause damage to computer hardware, physical files or data. (2 marks)
- e) Define the term "back up of files". (1 mark)

QUESTION 6

- a) Many companies use video conferencing instead of face to face conferencing. Discuss the advantages and disadvantages of this. (6 marks)
- b) Define the following internet terms:
- i) Webpage (1 mark)
 - ii) Search engine (1 mark)
 - iii) Link (1 mark)
 - iv) Bookmark (1 mark)
- c) State three (3) good internet usage practices. (3 marks)
- d) Give any three (3) requirements to connect to the internet. (2 marks)