

ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

**COSMETOLOGY, LIBRARY, MANAGEMENT, MASS COMMUNICATION, FINE
ARTS**

**SUBJECT: Business Computing and Digital
Literacy**

PAPER NO: 310/22/M04

DURATION: 3 Hours

OCTOBER / NOVEMBER 2024 EXAMINATION

REQUIREMENTS

1. PC
2. Printer
3. Storage media
4. Bond paper

INSTRUCTIONS TO CANDIDATE

1. Answer all questions.
2. Type candidate number and script number on all sheets used.
3. Submit both hard and soft copy.

This paper consists of 5 printed pages.

QUESTION 1

- a) Type the following passage. Spell check and save. Print a copy. (6 marks)

Alick Macheso honours childhood friend at gig.

What are the chances of a famous singer spotting and acknowledging a 60 something-old fan in the crowd, and stopping the music to exchange pleasantries? Well, if the singer is Alick Macheso, the chances are quite high because such gestures of humility are synonymous with the Sungura music maestro.

At the weekend in Murombedzi, Macheso even went a step further. Recognising 63 year old Jane Mandariza, a long time neighbour of his, a visibly overjoyed Macheso paused a song during a show and walked over to give her US\$20. According to Mandariza, the two once lived a spitting distance from each other at a farm in Belgon, near Mazowe, where Macheso was raised by his mother.

She said Macheso was keen on music from a very young age, defying his mother's orders to focus on school. It was the youthful defiance that has changed Macheso's life, as he developed into a very successful musician.

Thousands of fans thronged the growth point for the free concert, and fans had a whale of a time and what a celebration it turned out to be!

- b) Bold and change to font size 14 the heading. (2 marks)
- c) Underline and centre the heading. (2 marks)
- d) Change the line spacing of the entire document to line spacing of 1.5 lines. (1 mark)
- e) Justify the whole document. (2 marks)
- f) Drop cap to 2 lines the first and the second paragraph. (2 marks)
- g) Insert a page boarder. (2 marks)
- h) Insert a header with your candidate number and a footer with your course. (2 marks)
- i) Insert any autoshape at the end of the passage. (2 marks)
- j) Ensure your work fits on one page, make use of the spell check facility. (2 marks)
- k) Save. Make a print out. (2 marks)

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QUESTION 2

- a) Create a database named course work using a package you have learnt.
- b) Within the database create a table titled Coursework following structure and records

NAMES	DOB	COURSE	FOIT A	FOIT B
<Insert name>	12/12/1980	SCIENCE	88	91
<Insert name>	08/07/2000	LIS	85	92
<Insert name>	10/04/1999	COMMERCE	90	89
<Insert name>	09/09/2002	COSMETOLOGY	86	88
<Insert name>	11/04/2000	HOSPITALITY	91	87

NB: Insert names on the Names field

Produce a print out of the table.

(7 marks)

- c) Sort the table in ascending order of course and make a printout.
(5 marks)
- d) Create a query that will display all the students who were born after the year 1999. Print a copy.
(5 marks)
- e) Create a tabular report based on the query in (d). Print.
(5 marks)
- f) Create a query that will display all those born in the year 1999. Print a copy.
(3 marks)

QUESTION 3

- a) Create the worksheet below, save as Salary and make a printout. (3 marks)

NAMES	GROSS TOTAL INCOME	PENSIONS 1% DEDUCTION	INCOME TAX 37%	NET PAY
Natalie	2500			
Sipho	2600			
Chipo	2400			
Jean	3000			
TOTAL				

- b) Given that;

Pension = Gross Income * 1% and
Income Tax = Gross Income * 37%

Calculate:

- i) Pension for each employee (4 marks)
 - ii) Income tax for each employee (4 marks)
 - iii) Net Pay for each employee (4 marks)
- c) Calculate the totals for each column. (4 marks)
- d) Produce a fully labelled bar chart using the Name and Net Pay fields. (4 marks)
- e) Insert your candidate number as a footer. Save and print a copy. (2 marks)

QUESTION 4

- a) Using a presentation package you have learnt, attempt the following;

SLIDE 1 (2 marks)

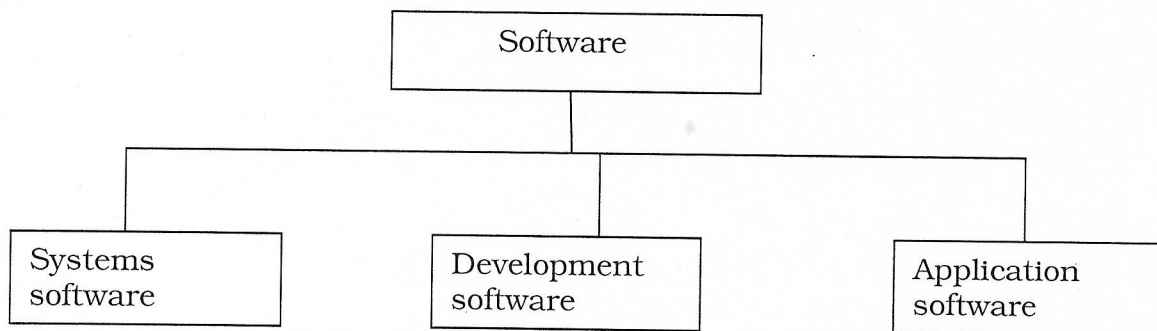
Presentation Title - SOFTWARE
Presented by
<Insert candidate number here>

SLIDE 2 (4 marks)

Definition of software and a relevant picture

SLIDE 3 (5 marks)

Types of software



SLIDE 4 (5 marks)

Factors to consider when buying software

- i) Affordability
- ii) Compatibility with current hardware and software
- iii) Reputation of vendor
- iv) Recency in technology
- v) User friendly

SLIDE 5 (5 marks)

Functions of an operating system

- Memory management
- Error detection and correction
- Job scheduling
- Interface between hardware and software

- b) Insert your candidate number as a footer on all slides. Save and print a copy. (4 marks)

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