



**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 (Theory)**

**PAPER NO: 115/19/S01A**

**DURATION: 2 Hours**

**NOVEMBER/DECEMBER 2022 EXAMINATION**

**REQUIREMENTS**

**Answer Booklets**

**INSTRUCTIONS TO CANDIDATE**

**Answer all questions**

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*This paper consists of 6 printed pages.*

QUESTION 1

- a) i) Define the term input device (1 mark)
- ii) Give any one (1) suitable application area for the following data capture devices
- Barcode reader (1 mark)
  - Magnetic strip reader (1 mark)
  - Sensors (1 mark)
  - Microphone (1 mark)

- b) Table below shows three (3) applications which required specialist output devices. For each application, suggest one possible output device and give a reason for your answer (6 marks)

| Application                                       | Output | Reason |
|---------------------------------------------------|--------|--------|
| A visually impaired person using a word processor |        |        |
| Using CAD to design a new engine                  |        |        |
| Monitoring a house for burglars                   |        |        |

- c) i) Give any two (2) difference between main storage and backing storage (2 marks)
- ii) Describe any three (3) disadvantages of cloud computing to people using it. (3 marks)
- d) i) Using an example, explain the term system software as used in computers. (3 marks)
- ii) Define the computer term "hibernate" (1 mark)

QUESTION 2

- a) i) List any three (3) features of a Word Processor (3 marks)
- ii) Define the following word processing terms
- Indentation (1 mark)
  - Superscript (1 mark)
  - Text wrapping (1 mark)
- iii) Differentiate between text border and paragraph border (2 marks)
- b) Using Word processor program that you are familiar with, explain how the following operations are performed
- i) Dotted underlining (2 marks)
- ii) Move text from one location to another (2 marks)
- iii) Saving a modified document but using a different filename (2 marks)
- c) State one (1) function or application area of a Word Processor package (1 mark)

QUESTION 3

- a) Define the following Excel terms or spreadsheet terms:
- i) Worksheet (1 mark)
- ii) Legend (1 mark)
- iii) Cell (1 mark)
- b) Peter uses a Spreadsheet to work out how much he spends on music

|          | <b>A</b>  | <b>B</b> | <b>C</b> | <b>D</b> |
|----------|-----------|----------|----------|----------|
| <b>1</b> | Music     | No.      | Cost     | Total    |
| <b>2</b> | CDS       | 3        | \$10.99  | =B2*C2   |
| <b>3</b> | MP3, File | 2        | \$0.99   | =B3*C3   |
| <b>4</b> | Total     |          |          | =D2+D3   |

- i) Give the cell reference that shows the cost of a CD and Total amount spent by Peter (2 marks)

- ii) Using previous table, match the following statements with the appropriate terms of Excel given below:

Value

Formula

Label

Cell B1 contains \_\_\_\_\_ (1 mark)

Cell C2 contains \_\_\_\_\_ (1 mark)

Cell D3 contains \_\_\_\_\_ (1 mark)

- c) i) State any three (3) application areas in which a spreadsheet can be used (3 marks)
- ii) Describe any three (3) features that may be seen or found on a Bar graph (3 marks)
- iii) Besides a Bar graph, name any one type of graph that is found in Excel or Spreadsheet packages (1 mark)
- d) i) Arrange the following in their logical order, starting with the smallest to the largest Byte, File, Record, Field, Bit character (3marks)
- ii) Give a suitable data type for each of the fields shown in the table

| Field               | Example of Data | Data type         |
|---------------------|-----------------|-------------------|
| Players ID          | A342            | Alphanumeric Text |
| First Name          | Moses           | .                 |
| D.O.B               | 15/10/2014      | .                 |
| Position Played     | Goal defence    | .                 |
| Telephone           | 01778436        | .                 |
| Available at school | Yes             | Boolean           |

(4 marks)

- iii) Name the field that would be suitable as a Key field (1 mark)

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- c) Describe the following database objects
- i) a query (1 mark)
  - ii) a form (1 mark)

QUESTION 4

- a) i) Give any two examples of specific programs that fall under Desktop publishing (2 marks)
- ii) Name any three (3) features of a Desktop publishing package (3 marks)
- iii) Define the following terms as used in Desktop Publisher
- Template (1 mark)
  - Cropping (1 mark)
- iv) Explain any use of Desktop publisher in business; giving an appropriate example (3 marks)
- b) i) Name one (1) presentation package you have studied (1 mark)
- ii) Describe any two (2) types of slides found in a presentation package (4 marks)
- c) i) Rudo is preparing a Presentation to make during the lesson. State any two (2) features that should be included in her presentation to make it more interesting. (2 marks)
- ii) Give three (3) reasons why a presentation would be better than just printing out and distributing a newsletter or handout (3 marks)

QUESTION 5

- a) i) Define the term internet as used in computers (1 mark)
- ii) Both computers and mobile phones connected to internet can be used to send messages. Give one (1) advantages and one disadvantages of using each method when compared to the other (2 marks)
- iii) Outline two (2) advantages and two (2) disadvantages of internet use by users (4 marks)

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- iv) Explain the term E-commerce as it is used in computers and business (2 marks)
- v) State any one (1) example of social network application you know (1 mark)
- b) i) Explain the term spyware as it is used in computers (2 marks)
- ii) List any two (2) types of anti-virus software you know (2 marks)
- iii) An Antivirus software when installed on a computer performs several functions. Give any two (2) functions that are performed by Antivirus software (2 marks)
- c) Describe one (1) potential health risk and one (1) potential safety risk when using computer system (4 marks)

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