TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

TRADE TESTING IN COMPUTER STUDIES

ZQF3 (LEVEL I) EXAMINATIONS

SITTING: JULY/ AUGUST 2023

SUBJECT: TRADE PRACTICE

TIME: THREE (3) HOURS

TOTAL MARKS: 100
PASS MARKS: 50

INSTRUCTIONS TO CANDIDATE

1. Create a folder on your desktop and rename it with your exam number
2. There are **FOUR (4)** Tasks in this paper. Attempt **ALL** the tasks. .
3. At the end of the Assessment **ALL** work must be saved in a folder on the desktop and be handed over to the assessor on a **FLASH DISC** provided by the institution.
4. Cell phones and any other programmed calculators are not allowed in the examination room

DO NOT START UNTIL YOU ARE TOLD TO DO SO

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QUESTION 1 –WORD PROCESSING

Avian influenza or bird flu refers to the disease caused by infection with avian (bird) influenza (flu) Type A viruses. These viruses naturally spread among wild aquatic birds worldwide and can infect domestic poultry and other bird and animal species. Bird flu viruses do not normally infect humans. However, sporadic human infections with bird flu viruses have occurred. The links below offer more information about bird flu.

Influenza A viruses are divided into subtypes on the basis of two proteins on the surface of the virus: hemagglutinin (HA) and neuraminidase (NA). There are 18 known HA subtypes and 11 known NA subtypes. In birds, 16 HA and 9 NA subtypes have been identified. (Two additional subtypes, H17N10 and H18N11, have been identified in bats.) Many different combinations of HA and NA proteins are possible. For example, an "A (H7N2) virus" designates an influenza A virus subtype that has an HA 7 protein and an NA 2 protein. Similarly, an "A (H5N1)" virus has an HA 5 protein and an NA 1 protein.

All known subtypes of influenza A viruses can infect birds, except subtypes A(H17N10) and A(H18N11), which have only been found in bats. Only two influenza A virus subtypes A(H1N1)pdm09, and A(H3N2), are currently circulating among people. Influenza A viruses have been detected and are known to circulate in seven different animal species or groups, including humans, wild water birds, domestic poultry, swine, horses, dogs and bats. In many other animal species, avian influenza A viruses have been reported to cause occasional infections, but do not regularly spread among them (e.g., cats and seals). Equine (horse) influenza A(H3N8) virus routinely circulates and can cause illness in horses, and canine (dog) influenza A(H3N2) virus routinely circulates and can cause illness in dogs.

Tasks

a) Type the whole passage above [8 marks]

b) Format the whole passage to the font Tahoma, Font size 12 and to Double line spacing [3 marks]

c) Justify the whole passage [2 marks]

d) Insert the title of the passage as "**Types of bird Flu**" [2 marks]

e) Change the font of the title to Font Algerian, size 14, Centre and Bold [3 marks]

f) Insert a Drop Cap in the First paragraph [2 marks]

g) Insert a Footer on the left-hand side titled "**Bird Flu**". [2 marks]

h) Insert page numbers on the right hand side [2 marks]

i) Save as Question Number One in the appropriate folder. [1 mark]

Total Marks: 25

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QUESTION 2

a) Load a Spreadsheet program of your choice and enter the following details [5 marks]

	A	B	C	D	E	F	G	H	I
1	KANTEMBA PHONE SALES QUARTERLY SALES								
2									
3									
4	SALES REP	TARGET	JAN	FEB	MAR	APR	TOTAL SALES	AVERAGE SALES	COMMISSION
5									
6	GOODSON BANDA	450	120	100	90	90			
7	KAFFI MUZA	450	100	69	83	140			
8	WHITE BREAD	450	75	98	49	115			
9	MASTER NSHIMA	450	89	99	59	130			
10	MUNTU MUMANO	450	49	97	45	112			
11	DAD D	450	78	34	94	150			
12	MAMI K	450	49	49	92	160			
13	SAMUEL MWANZA	450	60	57	48	130			
14	COCK HEN	450	80	93	48	110			
15	CHANDA OGA	450	76	74	58	110			
	MONTHLY TOTAL								
	COMMISSION	6.5%							

b) Using a correct formula, calculate the Monthly Totals for each column [4 marks]

c) Change the font size for the heading [1 mark]

d) Merge and Center the heading [2 marks]

e) Insert the border to the content [2 marks]

f) Calculate the Total Sales for each Sales Rep using a formula [4 marks]

g) Calculate the Average Sales for each Sales Rep [3 marks]

h) Using absolute cell reference, calculate the Commission for all [3 marks]

i) Save your work as Quarterly Sales Your Exam Number [1 mark]

Total Marks: 25

QUESTION 3

You are required to load a Presentation Software for the following task.

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a) Slide 1: The title should be **'Zambian Internet Service Providers'**
The Sub title: Presented by: Your Exam Number [4 marks]

b) Slide 2: The title should be: Zamtel
The Sub title: State 4 services provided by Zamtel in a Bulletted list [4 marks]

c) Slide 3: The title: MTN
The Sub title: State 4 services provided by MTN in a Bulletted list [4 marks]

d) Slide 4: The title: Airtel Zambia
The Sub title: State 4 services provided by Airtel Zambia in a Bulletted list in a Table [4 marks]

e) Slide 5: The title: What you like about Zamtel
The Sub title: State 4 things you like about Zamtel in a Bulletted List [4 marks]

f) Add the Slide animations called **'Float in'** to all the Slides [4 marks]

g) Insert transitions called **"Fade"** to all the slides [4 marks]

h) Save as Zambian Service Providers Your Exam Number [1 mark]

Total Marks: 25

QUESTION 4

Load Microsoft Publisher on your computer

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a) You are running a Restaurant called MR MK Food and Beverage. Help your Food and Beverage Manager to create a 3-paged Brochure that will display among other thing

Page 1 (Front Page)

- The Name and Motto of the Restaurant on the Front Page
- Location of the Restaurant
- Contact Phone Numbers
- Restaurant Logo [5 marks]

Page 2 and Page 3

- Different Starters (Courses) with pictures
- Different Main Dishes with Pictures
- Different Desserts with Picture
- Different Drinks served with pictures
- Save this as 'MR K Foods and Beverage Brochure' [10 marks]

b) Create a **Post Card** to your friend about any 5 types of Animals found in Zambian National Parks. The Post card should be in 'Citrus' color scheme and 'Gill Sans MT' Font scheme. [8 marks]

c) Save your publication as 'The 5 Most Common Animals in Zambia' [2 marks]

Total Marks: 25

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