TEVETA

TRADE TESTING CERTIFICATE IN COMPUTER STUDIES

LEVEL III EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATION

SITTING: NOVEMBER/DECEMBER 2023

SUBJECT: TRADE PRACTICE

TIME: THREE (3) HOURS **TOTAL MARKS: 100**

PASS MARK 50

INSTRUCTIONS TO CANDIDATE

1. Create a folder on your desktop and rename with your exam number
2. The paper has FOUR (4) questions. Attempt ALL questions
3. Complete all necessary particulars on the answer booklet provided
4. Do not talk to another candidate or use unauthorized materials in the examination room.
5. 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

MS WORD

Your first semester in your first year of university has just opened and your lecturer in Introduction to computers has asked you to do a simple project in Microsoft word.

a.) Launch Microsoft word and compute the following;

Insert a 4 by 6 table as shown below;

Subject	Semester 1 score	Semester 2 score	Semester 3 score
ICT			
Networking			
Operating systems			
Computer architecture			
Systems analysis			

(6 marks)

b.) Assuming the academic year has come to an end, fill in scores for all subjects in all semesters. Scores are as follows;

Semester 1; all scores are below 50%

Semester 2; all scores are between 50% and 75%

Semester 3; all scores are above 75% (10 marks)

c.) Apply different font colors to your scores;

Semester 1 scores – Red

Semester 2 scores – green

Semester 3 scores – blue (3 marks)

e.) Insert a custom watermark on your page indicating your student number in diagonal'.

(4 marks)

f.) Save your work as MS word - your exam number. (2 marks)

Total (25 marks)

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QUESTION 2

MS EXCEL

Rufunsa hospital has been using a paper based filing system for a very long time. You are a fresh graduate who has been employed as a secretary and the medical officer in charge asks you to generate a record for all the patients in the hospital.

a.) Start your entries in cell A3 (2 marks)

b.) Compute the records for the 10 patients in the hospital in an excel sheet (choose your own names). Ensure to capture all the details, including the information below as the titles.

Patients' name

Age

Date of birth

Date of admission

Disease (15 marks)

c.) Sort the names of the patients in alphabetical order from A-Z (3 marks)

b.) Apply the following changes to your text; font size 12, Arial font, all entries centered (3 marks)

c.) Save your work as MS EXCEL – Student number. (2 marks)

Total (25 marks)

QUESTION 3

MS POWER POINT

Launch MS PowerPoint and prepare a 4 slides presentation, on the following Microsoft office packages:

a.) Write a few notes on the topics below;

i.) Slide 1 presentation layout

- Microsoft word
- Microsoft PowerPoint
- Microsoft excel
- Microsoft publisher (5 marks)

ii.) Slide 2 Microsoft Word

It is used for

- ✓ Adding placeholder text.
- ✓ Converting a list to a table.
- ✓ Converting a bulleted list to SmartArt. (4 marks)

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iii.) Slide 3 Microsoft Power point

- Used to create audiovisual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc. (4 marks)

iv.) Slide 4 MS Excel

- Majorly used for making spreadsheets
- A spreadsheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper
- It is a data processing application (4 marks)

b.) Animate all your slides by having all text flying in. (2 marks)

c.) Save your work as power point – your student number. (2 marks)

Total (25 marks)

QUESTION 4

MS PUBLISHER

You recently organized a conference on the challenges faced by high education institutions in Africa. The conference was attended by several delegates from all over Africa. As part of the organizers, you have been tasked to create a thank you card to be sent to all the participants.

a.) create a card with the following specifications

i.) Use metro scheme for the page design (3 marks)

ii.) Insert a text box in the far top left corner and type the word GRATITUDE, the word should be Cambria font, font size 18. (5 marks)

iii.) Insert 5 different shapes including smiley face, quad arrow, cloud call out and a four point star. (10 marks)

b.) Insert five (5) Duplicate pages to create more cards (5 marks)

c.) Save your work as MS Publisher – student number (2 marks)

Total (25 marks)

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