GRACE CHIPASHA

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TEVETA

TRADE TEST CERTIFICATE IN COMPUTER STUDIES

LEVEL II TRADE TEST EXAMINATION

FINAL INTEGRATED SUMMATIVE EXAMINATION

SITTING: APRIL/ MAY 2024

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 FOUR (4) 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.

NOTE: ALL TASKS MUST BE DONE INDIVIDUALY

DO NOT START UNTIL YOU ARE TOLD TO DO SO

QUESTION 1

In today's world, more and more things are going digital. From communication to entertainment, technology is rapidly changing the way we interact with the world around us. Digital solutions are more secure and efficient than traditional methods. As technology continues to evolve, it is clear that the future of many industries lies in going digital. In today's world we are faced with a lot of artificial intelligence and technology has taken centre stage.

From human beings doing the work to reboots doing the work. It is clear that the future of Information Technology will affect a lot of jobs and industries as it has already started.

We are therefore cautioned that as the advancements comes we move at the same pace and learn along so that we keep up with the new trends on the market. The future of our education system is that as things advance our learners also should be equipped with the necessary learning tools for proper output turnout.

TASK:

a)	Type the whole passage and give it a title	(6 Marks)
b)	Centre the title and bold it	(3 marks)
c)	Put a paragraph and line spacing of 2.0 on paragraph two (2) only	(2 Marks)
d)	Change the font style to 'Arial' and size 13.5	(3 Marks)
e)	Insert a picture of the computer	(3 Marks)
f)	Add a drop cap on the first paragraph	(2 Marks)
g)	Add a water mark '*TECHNOLOGY*'	(2 Marks)
h)	Shade paragraph two (2) only to any color of your choice	(2 Marks)
i)	Save your work with your exam number	(2 Marks)

Total (25 Marks)

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QUESTION 2 – MS EXCEL

Confectionary				
Date	sales person	Item	Receipt No	Amount
21-Feb	Jean	Cake	1238	1,782.10
26-Feb	Jean	Scoms	1255	4,853.55
26-Feb	Jean	Candy	1395	51.35
			Jeans Total	
21-Feb	John	Bread	1141	91.15
24-Feb	John	Cake	1982	442.6
21-Feb	John	Candy	1885	561.5
26-Feb	John	Scoms	1875	62.75
			Johns Total	
22-Feb	Mercy	Cake	1032	234.5
26-Feb	Mercy	Cake	1920	472.6
			Mercy's Total	
25-Feb	Faith	Sweets	1774	364.15
			Faiths Total	
22-Feb	Grace	Candy	1160	52.95
23-Feb	Grace	Candy	1075	81.6
23-Feb	Grace	Others	1745	132.95
24-Feb	Grace	bread	1662	2,580.10
			Graces Total	
			Grand Total	

a) Enter the work sheet as shown in the diagram (10 Marks)

b) Find the totals for all the sales persons (5 Marks)

c) Calculate the grand total (3 Marks)

d) Put all the totals in bold and italic (3 Marks)

e) Put the grand total in font Algerian and bold (2 Marks)

f) Save the work as CONFECTIONARY (2 Marks)

Total (25 Marks)

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QUESTION 3

Open power point and create 10 slides on the benefits of studying computer studies

(4 Marks)

TASK:

a) Add the same title 'COMPUTER STUDIES' to all the slides (5 Marks)
b) Use different sub titles of the benefits of computer studies (5 Marks)
c) Use the same animation on all the slides (3 Marks)
d) Add different transitions on all the slides (3 Marks)
e) Use the same design layout on all the slides (3 Marks)
f) Save your work as COMPUTER STUDIES (2 Marks)

Total (25 Marks)

QUESTION 4

Load publisher and create a birthday card of a friend who has an upcoming birthday celebration. Your friend is turning 16 years old and she loves the colors pink, blue and yellow, the birthday is on Saturday 12th June 2024 at her parents place whose address is 45 peter street Lusaka west, time 14:00 hour to 16:00 hour. (5 Marks)

a) Using appropriate colors add a frame to your card (3 Marks)
b) Insert a text box and write a birthday message to your friend (3 Marks)
c) Insert a picture of a cake on your card (3 Marks)
d) Add the location and date on your card (5 Marks)
e) Add the time (2 Marks)
f) Change the font color of the text to blue (2 Marks)
g) Save the card with your exam number (2 Marks)

Total (25 Marks)

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