



TEVETA
Technical Education, Vocational and
Entrepreneurship Training Authority

LEVEL III TRADE CERTIFICATE IN COMPUTER STUDIES

LEVEL III TRADE CERTIFICATE EXAMINATION

FINAL INTEGRATED SUMMATIVE EXAMINATION

SITTING: JULY/AUGUST 2025

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. You are expected to attempt **ALL** four (4) questions in this paper.
3. Do not talk to another candidate or use unauthorized materials in the examination room
4. Create a folder on the desktop, name it after your examination number. All your work must be saved in this folder.
5. Call assessor to save your work on a flash disk.
6. At the end of the assessment **ALL** work must be saved in a folder on desktop and be handed over to the assessor on a **FLASH DISC** provided by the institution.
7. Cell phones and any other programmed calculators are not allowed in the examination room.

DO NOT START UNTIL YOU ARE TOLD TO DO SO

ATTEMPT ALL TASKS

QUESTION 1 – MS WORD

The Role of Netizens in the Digital Age

The term "netizen" is a combination of "internet" and "citizen," referring to individuals who actively engage with online communities, discussions, and digital platforms. Netizens contribute to the global flow of information by creating, sharing, and consuming digital content.

Netizens impact various aspects of society, from politics to entertainment and education. Many participate in online discussions, advocating for social change, fact-checking misinformation, and spreading awareness about important issues. They also help in crowd funding initiatives, digital volunteering, and collaborative learning through open-source projects and educational platforms.

As the internet continues to evolve, the role of netizens will become even more significant. Governments, businesses, and organizations recognize the power of digital communities and often engage with netizens to shape policies, improve services, and respond to societal needs. With responsible engagement, netizens can help build a more inclusive, informed, and connected digital world. The future of the internet depends on how netizens use their influence, making ethical behavior, critical thinking, and digital responsibility key elements of online interactions.

Using Microsoft Word perform the following tasks;

- | | |
|---|-------------------|
| a) Type the passage above using Arial font | (5 marks) |
| b) Use font size :13.5 | (3 marks) |
| c) Insert your exam number as watermark in color green | (3 marks) |
| d) Transpose paragraph one (1) with paragraph three (3) | (5 marks) |
| e) Align the text justified | (4 marks) |
| f) Change paragraph two (2) into two (2) columns | (3 marks) |
| g) Save the file as Q1_Netizen | (2 marks) |
| Total | (25 marks) |

QUESTION 2 - MS POWERPOINT

Load Microsoft PowerPoint and answer the following questions;

You have been invited by the principal at a nearest school to give a presentation on the use of computers. Prepare a five (5) slides presentation on the uses of computers in different industries.

- Insert the title, today's date and your exam number on the first slide. (5 marks)
- Insert the definition of a computer on slide two (2) (4 marks)
- Write hardware and software parts of a computer on slide three (3) (4 marks)
- State five (5) uses of computers in different industries on slide 4 (4 marks)
- Insert a conclusion of your presentation and include an image on slide (3 marks)
- Apply a theme of your choice (3 marks)
- Save the presentation Q2_SCHOOL_Your exam number

Total (25 marks)

QUESTION 3 - MS EXCEL

Load Microsoft Excel and answer the following questions;

Below is a spreadsheet showing details of some account holders for Chimwemwe Commercial bank Zambia PLC.

	A	B	C	D	E	F	G
1	CHIMWEMWE COMMERCIAL BANK ZAMBIA PLC						
2	ACCOUNT HOLDER	ACCOUNT NUMBER					
			JANUARY	FEBRUARY	MARCH	TOTAL	
3	Mathews K	0215541	2500	0	10000		
4	Gift P	0215542	500	6000	2000		
5	Mercy K	0215543	50	600	1000		
6	Justar H	0215544	16000	5800	4300		
7	Mickness L	0215545	60000	6720	600		
8	Anthony F	0215546	33000	40000	2100		
9							
10							
11							

- Merge and center from cell A1 to cell G1 and enter the title as shown above. (4 marks)
- Insert the other remaining details as shown above. (4 marks)
- Using inbuilt function calculate the total money for each account holder (4 marks)
- Apply the ZMK currency to all the deposits and total i.e. (January to totals) (3 marks)
- In Cell G2 insert the title AVERAGE, then use the appropriate function to calculate the average for each account holder. (4 marks)
- Apply borders to all cells holding the information above. (4 marks)
- Save the Workbook as "Q3_Your Exam number" (2 marks)

Total (25 marks)

QUESTION 4 - MS PUBLISHER

Load Microsoft Publisher and answer the questions which follow;

You have just found an advert in a local newspaper, the advertiser (MWENIKAYA GENERAL DEALERS) is looking for someone who can design the calendar for 2026 i.e. one month per page.

- a) Being someone with knowledge in MS Publisher, create an attractive one month per page calendar for MWENIKAYA GENERAL DEALERS. (5 marks)
- b) Use different word art styles to write the name of the company on each page. (3 marks)
- c) Insert different pictures for each month (6 marks)
- d) Insert the institutional logo and your address on your calendar. (5 marks)
- e) Apply different colors to each name of the month (4 marks)
- f) Save the files as Q4_ 2026 Calendar. (2 marks)

Total (25 marks)