KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
THIRD YEAR, FIRST SEMESTER EXAMINATION
FOR THE DEGREE OF BACHELOR OF EDUCATION(ARTS)
KCS 114:COMPUTER LITERACY

Date: 15th December 2023
Time: 8:30am-10.30am

INSTRUCTIONS TO CANDIDATES:
ANSWER **QUESTION ONE (COMPULSORY)** AND ANY OTHER **TWO QUESTIONS**
QUESTION ONE (30 MARKS)

Type the following document as it is including the enhancements shown   (8marks).
AUSTRALIAN ADVENTURE
Day 1, Sydney:
You arrive in Sydney at 7 P.M. in plenty of time to settle in.

Day 2, City Tour:
Lunch, featuring a variety of international dishes is <u>included</u>!
Day 3, Great Barrier Reef:
Snorkel or scuba dive through the fabulous coral gardens. An expert diver and a marine biologist from Tres Research are on board to answer questions about the unusual marine life.

The Spirit of an Adventurer

An adventure is a dare you take personally. It's an opportunity that also involves some risk. Few of us accept such a challenge, although many of us dreamed of adventure during childhood. What is so different about adults who live out their dreams?

Panel Moderator: Each of you has done something the average person would never try. Can you explain why you did it?
Jean: I am intensely curious. I love a physical challenge.
Mike: Curiosity! I am interested in finding out for myself how it really is like.
Susan: The sense of achievement afterwards is just great in itself!
Questions:

a) Save the document as "ADVENTURE" followed by your full names.   (2 marks)
b) Apply the following formats to the heading "AUSTRALIAN ADVENTURE'   (5marks).
   * Capitalization -Uppercase
   * Alignment -Center
   * Appearance-Bold
   * Font -Arial Black
   * Size-18

c) Apply the following formats to the subtopic "THE SPIRIT OF AN ADVENTURER' (2marks).
   * Font -Monotype Corsiva
   * Size-18
d) Apply bold, italic and underlines as shown in the different parts of the document   (3marks).

e) Create the following table (8 marks).

Dates	Postage	Coffee/Tea	Cleaning	Stationery
January	13.5	11	14	15.75
February	7.65	2.5	14	17.38
March	19.38	3.45	14	20.75
April	9.23	4.15	17	9.5
May	11.68	2.17	17	12.45

f) Save the changes made to your document (2marks).

QUESTION TWO (20 MARKS)

a) Create the following spreadsheet, ensuring all data is fully displayed: (4marks)

Months	Annabel's Shares	Henry's Shares	Samuel's Shares	Jimmy's Shares	Anne's Shares
Jan	2.4	12.6	22	0.5	18
Feb	3.7	13.2	14.6	0.96	16.5
Mar	1.6	7.9	18	1.3	17
Apr	0.75	5.6	30.3	4.1	17.8
May	4.9	14.1	31.7	3.7	16.4
Total					
Average					

b) Calculate totals for all shares and save the file as Member Shares (5marks).
c) Work out all the average price of all shares and save the file as Average Member Shares (5 marks).
d) Calculate the Min and Max amount of shares for each person. Format as currency and one decimal point (5 marks).
e) Save all the changes as per the task down (1marks).

QUESTION THREE (20 MARKS)

a) Create a new presentation with the layout of the title slide to title and content layout, and type **World Class Accommodation** in the title placeholder (1mark).
b) Create a table with 3 columns and 5 rows and complete the table as follows: (4marks)

City	Accommodation	Price
Cape Town	Head South Lodge	R350 - R600
Johannesburg	Roodevallei Country Lodge	R250 - R750
Durban	Coral Tree Guest House	R300 - R500
Port Elizabeth	Summerstrand Inn	R250 - R550

a) Modify the height of all the rows to 1.5 cm (3marks).
b) Add a new row above the *Durban* row and add the following information:
  - Bloemfontein, Loerie Guest House,   R250 - R460 (2marks)
c) Insert a new slide with a title and content layout. Enter Wildlife as the title of the slide. In the bulleted list placeholder, enter the following information :   (5marks)
  - **Come and see the BIG 5**
  - **Lion**
  - **Buffalo**

- **Rhino**
- **Cheetah**
- **Elephant**

d) Insert a new slide with a two content layout and enter Population as the title for the slide. In the text placeholder on the left of the slide, typethe following: (4marks)

- **According to the mid-2007 estimates from Statistics South Africa, the country's population stands at some 47.9-million, up from the census 2001 of 44.8-million. The results across the racial groups**
- **African:79. 6%**
- **White: 9.1%**
- **Coloured: 8.9%**
- **Indian/Asian: 2.5%**

e) Save all the presentations (1 mark)

QUESTION FOUR (20 MARKS)

a) Create a database, on the desktop and name it "School Database" (2marks)
b) Create a Table in the School Database with the following: (5marks)

Field Name	Data Type	Field Size or Format
ID Number	Text	10
Name	Text	15
Surname	Text	15
Telephone Number	Number	Long Integer
Date of Birth	Date/Time	Medium Date
Stipend	Currency	Currency
Foreigner	Yes/No	Yes/No

c) Make the "ID Number" Field as the Primary Key (2marks).
d) Save the table as "Student's Table" (2marks).
e) Return to the main Access window, Open the "Students Table" and enter 15 complete records (5marks).
f) Create a query showing only the Student's Name, Student's Surname and Student's Date of birth (2mark).
g) Create another query showing all fields of those students born after 1987 birth (2mark).