



ZIMBABWE SCHOOL EXAMINATIONS COUNCIL
General Certificate of Education Ordinary Level

COMPUTER STUDIES
PAPER 3 PRACTICAL

7014/3

SPECIMEN PAPER

3 hours

Additional materials

TIME: 3 hours

INSTRUCTIONS TO CANDIDATES

Indicate your name and candidate number at the top right hand corner of each printout.

Write your name and candidate number on the flash disk provided.

Answer **all** questions.

Passwords should not be used while saving on the flash disk.

Print all saved documents in duplicate.

Arrange your printouts and tie/staple them together.

Hand in all the printouts with the flash disk attached to 1 Set.

INFORMATION FOR CANDIDATES

The number of marks is given in brackets [] at the end of each question or part question.

This question paper consists of 6 printed pages and 1 blank page.

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1 (a) **Word Processing**

Type the word processing package you are using to write this examination. [1]

- (b) On the same document type the following passage as it is and save it as ***information.*** [10]

Information

Information is the meaning we attach to the data for instance, a red traffic light is a form of data. The meaning we attach to this data (i.e. STOP) is the information. Sometimes data can give rise to ambiguous information. If you are driving a car and a car travelling in the opposite direction flashes its lights at you, what does it mean? [it could just mean that a friend has just spotted you and is saying hello, it could mean that there is an accident further up the road]. The information that may be obtained from data depends on the way that the data is interpreted and context in which it is used.

Data is often meaningless for instance consider the number 250299. We could interpret this in any number of ways. for example it might be:

- your video membership number
- the date, e.g. 25th February 1999
- the number of cars going down a certain road in a week

- (c) Save the document information as information 1 and effect the following changes:
- (i) Centre the heading, underline it, embolden it, font size 18 [4]
- (ii) Insert a footer called "information" and a header called "data". [2]
- (iii) Divide paragraph 1 into 2 columns with a line between. [3]
- (iv) Insert an art boarder to cover the whole document. [2]
- (v) Put a watermark called "Information Technology" [4]
- (vi) Italicise and underline the word "information" in the passage. [2]
- (vii) Insert and embolden page numbers and save. [2]

Spreadsheet

- 2 (a) (i) Type the spreadsheet package you are using to answer this question. [1]
 (ii) Create a spreadsheet using the information in the table and save it as Science. [4]

SURNAME	FIRST NAME	COMPUTERS	PHYSICS	MATHS	GEOGRAPHY	TOTAL
MUSORA	ADMIRE	12	58	66	84	
MOYO	THOMAS	65	62	64	82	
MUTASA	ALLEN	46	42	38	58	
TAFI	LAMECK	56	52	47	72	
DZITO	EDWIN	48	42	38	66	
GOMBA	CECILIA	72	54	56	78	
RUZVIDZO	PANASHE	80	58	65	76	
ZARI	TATENDA	66	50	58	78	
RUFUSE	MARY	72	59	67	80	
TENDAI	CHIGAMA	53	44	48	68	
AVERAGE						
MAXIMUM						
MINIMUM						

- (b) Use an appropriate formula to calculate the values for:
- (i) the total marks per student
 - (ii) the average mark for each subject
 - (iii) the highest mark per subject
 - (iv) the lowest mark per subject [8]
- (c) (i) Put a boarder on your spreadsheet. [1]
 (ii) Embolden your subtitles [1]
 (iii) Insert a Header "U6 Science class mid-year" and save the changes. [1]

- (d) (i) Sort the data in ascending order of the total mark. [3]
 (ii) Format the average marks to zero decimal point and save it as Science 1. [4]
- (e) (i) Create a bar graph for the science class to show the names and subjects only. [3]
 (ii) Add chart title "Students" and label the axis clearly and save it as Science 2. [4]

3

Database

- (a) Create a table within a database named parents with the following details and save it as children.

Account	First name	Last name	Mass	Ward
001	Musekiwa	Dowani	5	A
002	Natasha	Moyo	5	A
003	Panache	Mhlanga	6	B
004	Tamia	Mahupete	5	C
005	Lisa	Malilome	5	A
006	Patrick	Chimbani	6	B

- (b) Insert the following record between Natasha Moyo and Panashe Mhlanga. [6]
 007; Bothwell Kanone; 4; A. [2]
- (c) Sort the records in descending order by account and save it as Children 1. [5]
- (d) Delete Lisa Mahlome's record and save the database as Children 2. [3]
- (e) Create a columnar report from Children 2 and save it as report. [4]
- (f) Create a query that displays the records for all the children in ward A and save it as Ward A. [5]

4

Presentations

- (a) The consultation day will be held towards the end of third term. As a computer student, you have been asked to create a presentation as a welcome gesture to parents and the guest of honour.
- (i) Create a title slide with a light background entitled "WELCOME TO MADEMBO HIGH SCHOOL CONSULTATION DAY". [3]
- (ii) Create a second slide on which a picture and text is included. The caption for this slide should read "Thank you for supporting our school" and insert a picture from the clip art gallery with an education theme. [3]
- (iii) The third slide should include a title "The School Administration". [3]
- Include an organisational chart with the following structure:
- at the top the headmaster, below him the deputy, below the deputy are the senior master and senior woman at the same level.
- (iv) Insert another slide with a closing note "Have a nice day". [1]
- (b) Add the following presenter notes:
- Slide 1 – Welcome to this presentation giving welcome note to our parents, invited guests and most importantly the guest of honour. [1]
- Slide 2 – This picture shows how we appreciate your support for the value you put in education. [1]
- Slide 3 – The administration at our school stands as is shown on the organisational chart on the presentation. [1]
- The Head (Mr Dombo), the Deputy (Mr Muti) and the Senior Master and Senior Woman (Mr Chigayo and Mrs Utsi) respectively.
- (c) Save the presentation as Consultation. [2]

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