TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

LEVEL 5 CERTIFICATE IN AUTOMOTIVE/HEAVY EQUIPMENT ENGINEERING/AUTOMOTIVE ELECTRICAL & ELECTRONICS

LEVEL 5 YEAR I EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATIONS

SITTING: APRIL/MAY 2026

SUBJECT: INTRODUCTION TO COMPUTERS (PRACTICAL)

TIME: THREE (3) HOURS TOTAL MARKS: 100

PASS MARK: 50

INSTRUCTIONS TO CANDIDATE

1. Write your examination number and National Registration Card Number on the Examination register and ensure you append your signature on the entry slip.
2. This paper consists of four (4) tasks.
   - Attempt all tasks on the computer
3. All tasks carry equal marks.

NB: ALL SOLUTIONS IN THIS PAPER MUST BE SAVED IN A FOLDER NAMED AFTER YOUR EXAM NUMBER. THE FOLDER MUST BE SAVED ON DESKTOP.

[For example, Exam Number 12345 would save folder as 12345]

4. All files saved in this folder should have names ending with same name of Folder. [For example: Q3_12345 as saved document for question 3]
5. Cell phones and programmable calculators are NOT allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

QUESTION 1

a) Load word processing program and type the passage given below (4 marks)
b) Change font style to Arial Narrow and font size 12.5 (3 marks)
c) Add a watermark that reads "Examination". (3 marks)
d) Change font colour of the letter to blue and justify it. (5 marks)
e) Using mail merge, send letters using the fields listed in the table below letter. (10 marks)

Giant Corporation
332 Something Circle
Somewhere
Lusaka

<First Name> <Last Name>
<Address line 1>
<Address line 2>
<City> <Zip Code>

Dear **<First Name> <Last name>**

We would like to thank you for your donation of K**<money>** to our giant corporation. It is donations from generous people, such as yourself, that help to keep our business running. We will be holding our Annual Giant Corporation Gala at the Really Nice Hotel in Somewhere State on April 28, 2013 and would love for you to join us there.
Per your request on our donation form, we have enclosed **<No. Of tickets>** ticket (s) to the event. If you need more tickets or have any other questions, please do not hesitate to give our office a call at 0967 777777.
Once again, we thank you for your donation and we look forward to seeing you in April.
Sincerely,
Allison King
VP of People Giving Us Money
Giant Corporation.

Task: Merge the letter above with the recipient list given below

Total: (25 marks)

First Name	Last name	Address Line 1	Address Line2	City	Zip	Money	No. Of Tickets
Lee	Phiri	98 Gemen St	Parklands	Kitwe	45125	550.00	2
Kaylee	Chanda	60 Hoth St	Riverside	Kabwe	99999	740.00	3
Sarah	Bwalya	25 Hoth St	Kabulonga	Lusaka	76767	1,000.00	4

30

QUESTION 2

a) Load a spreadsheet application and enter the following (5 marks)

	A	B	C	D	E	F	G	H	I	J
1	2021 SALES ANALYSIS									
2	**ITEM**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**TOTAL**	**AVERAGE**	**STATUS**
3	Maize	300	55	600	80	40	60			
4	Carrots	250	90	900	50	65	50			
5	Tea	200	45	100	35	20	25			
6	Coffee	350	40	780	10	35	50			
7	Onion	250	35	500	65	65	40			
8										
9	**Total/ Month**									
10	**Average /Month**									

b) Using in-built functions, calculate the total sales per month, total sales per item per six months, average sales per month, average sales per item per six months. (6 marks)

c) Using inbuilt functions, find the most and least expensive product at the end of a six-month sales period. (2 Marks)

d) Name column J as "STATUS" so that if total sales at the end six months period for each product is greater than 1000, it must display "Good sales", otherwise "Bad sales". (4 Marks)

e) Using the nested IF function in column K, show the following words if the total is:

800 – 1000 - SELL

650 – 799 - RE-STOCK (6 marks)

f) Create a bar chart for the sales analysis above. (2 Marks)

Total: (25 marks)

QUESTION 3

Create a PowerPoint Presentation on a topic called **'Importance of Tourism in Zambia'**. This presentation should contain a minimum of 15 slides. (5 marks)

a) Slide Appearance – make use of the Various Slide Layouts; Title Slide and Set Design scheme (5 marks)

b) Content – make use of Word Art; Clip Art; Digital Graphics; Organizational Chart; Table or Chart. (8 marks)

c) Set the Slide Animations, Slide Transitions on each slide and all the objects on your slide. (5 marks)

d) Save as a PowerPoint File using your student number (2 marks)

Total: (25 Marks)

31

QUESTION 4

Workplace safety is paramount for the well-being of employees and the overall success of any organization. A safe working environment minimizes accidents, injuries, and illnesses, leading to increased productivity and morale.

One of the foundational elements of workplace safety is risk assessment. Identifying potential hazards, whether they are physical (e.g., slippery floors, unguarded machinery), chemical (e.g., hazardous substances), biological (e.g., bacteria, viruses), or ergonomic (e.g., repetitive strain injuries), is the first step towards mitigation. Once identified, appropriate control measures must be implemented. These measures can include engineering controls (e.g., installing guards on machinery), administrative controls (e.g., safe work procedures, training), and the provision of personal protective equipment (PPE) such as safety glasses, gloves, and hard hats.

Regular safety training is crucial to ensure that all employees are aware of potential risks and know how to respond in emergencies. This includes fire safety drills, first aid training, and instruction on the proper use of equipment. Open communication channels, where employees feel comfortable reporting hazards or near misses, are also vital for continuous improvement in safety protocols.

Furthermore, a strong safety culture, where safety is integrated into all aspects of work and leadership actively champions safety initiatives, significantly contributes to a safer workplace. This proactive approach not only protects employees but also reduces costs associated with accidents, improves reputation, and fosters a positive work environment.

In conclusion, investing in comprehensive workplace safety programs is not just a legal requirement but a moral imperative. It demonstrates an organization's commitment to its most valuable asset: its people.

Tasks:

a) Type the article above. (5 marks)

b) Set the page size to A4 and margins to custom (Top: 2.6 cm, Bottom: 2.54 cm, Left: 2.54 cm, Right: 2.6 cm). (1 Mark)

c) Type the following title at the top of the document: "THE IMPORTANCE OF WORKPLACE SAFETY". (1 Mark)

d) Center aligns the title, font to "Arial Black" and font size to 1.5, Bold (2 Marks)

e) Below the title, type "Prepared by: Your Exam number" and right-align it. (2 Marks)

f) Change the entire article text, except the title to font: "Cambria" and font size 13. (2 Marks)

g) Justify all paragraphs in the article and add a watermark that reads "SAFETY FIRST." (4 marks)

h) Insert page numbers of the type "**Page x of y**" at the *bottom of the page, right-aligned*. Ensure the first page (with the title) does **not** have a page number. (2 marks)

i) Insert a header on *all pages* after the first page that displays the current date that updates automatically. (3 marks)

j) Bullet all the potential hazards starting with physical, chemical, biological, ergonomic. (3 marks)

(Total:25 marks)

32