TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY
LEVEL 6 - YEAR I EXAMINATIONS
FINAL INTEGRATED SUMMATIVE EXAMINATIONS
SITTING: APRIL / MAY 2025
SUBJECT: INTRODUCTION TO COMPUTERS

TIME: THREE (3) HOURS **TOTAL MARKS: 100**

INSTRUCTIONS TO CANDIDATES **PASS MARK: 50**

1. Write your examination number and National Registration Card Number on the answer booklet provided. Ensure you append your signature in the space provided on the answer booklet.
2. Write the ANSWER SCRIPT SERIAL NUMBER on the examination register and on the entry slip.
3. This paper consists of two (2) sections. Section A, and B.
   a. Attempt ALL QUESTIONS in SECTION A
   b. Attempt ALL THREE (3) QUESTIONS in SECTION B.

   NB: ALL SOLUTIONS FOR SECTION B 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] 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]
4. Cell phones and programmable calculators are NOT allowed in the examination room

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

SECTION A: ATTEMPT ALL QUESTIONS — TOTAL 40 MARKS

QUESTION 1

(a) Define the term Computer. (2 marks)

(b) A grade 12 pupil argued that "an mp3 player is a computer". By giving appropriate reasons state whether this argument is true or not. (4 marks)

(c) Computers are said to be attractive due to the five (5) characteristics they have. Describe these five (5) characteristics of computers. (10 marks)

(d) Explain the two (2) categories of input devices. (4 marks)

[TOTAL 20 MARKS]

QUESTION 2

a) State three (3) reasons for developing computer networks. (3 marks)
b) Distinguish between Intranet and Extranet networks (4 marks)
c) Write two (2) email providers other than yahoo and Gmail. (2 marks)
d) What software application would you use to achieve each of the following?
   i. Watch a movie on a computer (Other than windows media player) (1 mark)
   ii. Editing an image (1 mark)
e) Other than internet explorer and Google Chrome; state two (2) alternative web browsers. (2 marks)
f) On the computer without Microsoft Office, what would you use to type a letter (1 mark)
g) Malicious software known as malware has a variety of threats such as computer viruses, worms and Trojan horses. Explain the three (3) types of malware. (6 marks)

[TOTAL 20 MARKS]

SECTION B: ATTEMPT ALL QUESTIONS **TOTAL MARKS 60**

QUESTION 3: WORD PROCESSING

a) Load Microsoft word processing and type the following letter. Save the letter as **Question 3**
(10 marks)

ESP Head Office
P.O Box 20021
Lusaka

<<Address>>
Dear <<Name>>
We would like to inform you that as at 1st February 2024, your bill was ZMK<<Amount>>. Please settle the bill immediately to avoid disconnection of service
Thank you for your cooperation.
Yours faithfully

Billing Manager

b) Use mail merge facility in word, mail the letter to all individuals in the Address List below
(10 marks)

Address List

Name	Address	Amount
John Kafwila	555 kudu Road, Ndola	5000
Pemba Nkhoma	680 Chella Road, Kitwe	7500
Lisa Kalikeka	665 Langani Street, Luanshya	4900
Richard Chikupu	34 Bwacha Crescent, Kabwe	6600
Waluka Kalaluka	12 Rhodes Street, Lusaka	4950

[TOTAL 20 MARKS]

QUESTION 4 EXCEL

(a) Create the spreadsheet below using excel and save the worksheet as **Question 4**

(8 marks)

A	B	C	D	E	F	G	H
1	**LAB SCIENCE IT RESULTS**						
2	**STUDENT NAME**	**TERM 1**	**TERM 2**	**TERM 3**	**AVERAGE**		
3	Judith Likuku	77	82	95			
4	Brenda Mumbi	54	63	88			
5	Shirley Maimba	75	78	92			
6	Abigail Banda	60	90	85			
7	Danus Chirwa	40	45	50			
8	Rodgers Phir	57	56	20			
9	Daniel Kunda	65	73	80			
10	Ishamael Mtonga	44	55	60			
11	**Lowest Mark**						
12	**Highest Mark**						
	No of Students failed						

(b) Format the data as shown. (2 marks)

(c) Find the average results for each student to zero decimal places. (2 marks)

(d) Calculate the highest and lowest mark for Terms tests. (2 marks)

(e) Calculate how many students have failed if the average pass mark is 60. (3 marks)

(f) Add a password 1234 to the workbook. (3 marks)

[TOTAL 20 MARKS]

QUESTION 5 POWER POINT

You have been employed, and your manager has asked you to create a PowerPoint presentation of all products offered and why people should do business with you. This company deals with supply of Laboratory Technology apparatus in general.

a) Make five (5) different slides using a variety of slide layouts which will show the products you offer and why they should be your clients (5 marks)

b) Insert pictures and text for each slide. (5 marks)

c) Format all the slides by selecting a slide design of your choice. (3 marks)

d) Apply animation to contents of each slide. (5 marks)

e) Save as a PowerPoint File using your exam number. (2 marks)

[TOTAL 20 MARKS]