TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

DIPLOMA IN BIOMEDICAL ENGINEERING TECHNOLOGY

LEVEL 6 YEAR 1 EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATIONS

SITTING: JULY/AUGUST 2025

SUBJECT: INTRODUCTION TO COMPUTERS

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 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. Answer all questions in section A and 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 MARKS 40**

QUESTION 1

a) Emailing is a way of sending message electronically. A good example would be when one is applying for a job. This involves attaching or rather uploading of documents such as the curriculum vitae, academic qualification and other documents to be sent together with the main message.

I. Define E – mail. (2marks)
II. Describe the steps you would take to send an email. (4marks)
III. Outline two (2) etiquettes of using an email. (2marks)
IV. State two (2) advantages and disadvantages of using emails. (4marks)

b) Describe the correct procedure for shutting down a computer. (2marks)

c) Explain the following terms

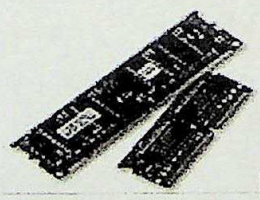
I. Computer. (2marks)
II. Data. (2marks)
III. Information. (2marks)

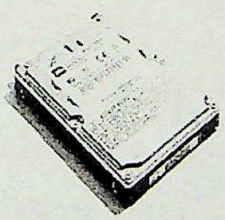
[TOTAL: 20 MARKS]

QUESTION 2

a) Computer hardware is the physical part of the computer system. Below are three (3) components of the computer hardware system.
i. Identify components a, b, c. (3marks)
ii. Explain the functions of a, b and c. (6marks)


a


b


c

b) Define an operating system. (2marks)

c) State two (2) examples of operating systems apart from the windows operating system (2marks)

d) Indicate the four (4) key functions of a computer system (4marks)

e) List three (2) functions of RAM. (2marks)

f) State an example of multimedia device. (1 mark)

[TOTAL: 20 MARKS]

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

NB: ALL SOLUTIONS FOR SECTION B MUST BE SAVED IN A FOLDER NAMED AFTER YOUR EXAM NUMBER. THE FOLDER MUST BE SAVED ON DESKTOP

QUESTION 3: WORD PROCESSING

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

LTBC
P.O Box 20021
Luanshya

MR J.Y.CHIBALE
TVTC
P.O BOX 2545
Luanshya

Dear Mr.Chibale

REF: NEW YEAR EVE PARTY 2025

We would like to inform you that there will be a New Year Eve holiday party on 31st December 2025 at Nsobe camp. Therefore, the participation fee is ZMK 500.00 which is to paid by month-end of November 2025. There will be lots of fun, lets enter 2026 in style. Hope to see you there.
Thank you for your cooperation

HESTONE KANYIKA
DIRECTOR

b) Add watermark called NEW YEAR EVE PARTY 202 (2marks)
c) Add the college Name and footer your EXAM NO in the letter (4marks)
d) Add a page border to your letter using Art border of your choice. (2marks)
e) Bold and underline the reference of the letter. (2marks)

[TOTAL: 20 MARKS]

QUESTION 4

Load Excel and perform the following

(a) Create the spreadsheet below using excel and save the file as **Question 4.** (8 marks)

A	B	C	D	E	F	G	H
1	**EXAMINATION RESULTS FOR STUDENTS IN DIFFERENT SUBJECTS**						
2	**PUPIL NAME**	**MATHS**	**ENGLISH**	**SCIENCE**	**ICT**		
3	Kelvin Ngosa	40	82	95	50		
4	Jakim Chinofya	50	63	88	60		
5	Grace Chongo	45	78	92	40		
6	Ngoza Phiri	70	90	85	80		
7	**Total scores**						
8	**Average mark for each subject**						
9	**Maximum mark for each subject**						

(b) Using a correct formula, calculate the following.

I. Total scores for each subject. (2marks)

II. Average for each subject. (3marks)

III. The maximum result for each subject . (2marks)

(c) Add a password 1234@ to the workbook. (5marks)

[TOTAL: 20 MARKS]

QUESTION 5 POWER POINT

Load Power Point and perform the following

a) Create a new presentation using the **"customized"** theme and make a lecture presentation including a title slide. Your presentation should have three (3) slides of your own topic. (5 marks)

b) Apply the following to all slides.

I. "Dissolved" animation. (2 marks)

II. "Arrow" Transition sound. (2 marks)

c) Open custom animation and apply the following to the main title on the first slide (3 marks)

d) Insert a sample track from music folder to be playing in all slides as you do your presentation. (6 marks)

e) Save it as your exam number. (2 marks)

[TOTAL: 20 MARKS]