TEVETA

Technical Education Vocational and Entrepreneurship Training Authority

DIPLOMA IN AUTOMOTIVE/HEAVY EQUIPMENT ENGINEERING

LEVEL 6 YEAR I EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATIONS

SITTING: JULY/AUGUST 2025

SUBJECT: INTRODUCTION TO COMPUTERS (PRACTICAL)

TIME: TWO (2) 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
4. 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]. 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 – SPREADSHEET

a) Load a spreadsheet application from Microsoft office, which shows the costs of materials X, Y and Z to make the products A, B, C, D and E to answer the questions that follows, save it as **Product**. **(5 marks)**

	A	B	C	D	E	F	G	H
	SEDO COMPANY PRODUCTION MATERIALS 2020							
1		X	Y	Z	Total cost	Selling Price	Profit	Yes/No
2	A	25000	1000	30000		100000		
3	B	35000	5000	6000		50000		
4	C	20000	15000	4500		40000		
5	D	50000	20000	6000		68000		
6	E	1000	40000	7500		50000		
7								
8	Total Cost Per Material							
9								
10	LEAST Expensive							
11	Most Expensive							
12	Average Cost							
13	Number of products that cost over 50000							

b) Using in-built functions, calculate the total cost of each product, average cost of each material and total cost of each material. **(3 marks)**

c) Using inbuilt functions, find the most and least expensive product. **(4 marks)**

d) Format column E, F and G with a ZMK sign with commas and zero decimal places. **(1 marks)**

e) Calculate the profit for each product using the selling price and total cost. **(4 marks)**

f) Using appropriate formula in column H, display the words "Yes" or "No" if the profit is above10000. **(4 marks)**

g) Insert a bar chat to show the products and associated profits. **(4 marks)**

[Total 25 Marks]

37

QUESTION 2 - MICROSOFT EXCEL

a) Load a spreadsheet, enter the data below and answer the tasks that follow: **(7 marks)**

	A	B	C	D	E	F	G
No.	**Names**	**Maths**	**English**	**Biology**	**Totals**	**Remark**	
1	George Mwale	70	48	80			
2	Towela Sakala	60	75	35			
3	Chella Musonda	55	67	48			
4	Ben Blazer	40	35	20			
5	Ketty Bwalya	75	65	90			
6	Patrick Zulu	45	33	65			
7	**Average**						
8	**No. of Students**						

b) Calculate the total for each student in column E **(2 marks)**

c) Find the average mark for each of the subjects. **(2 marks)**

d) Create a column chart to show the names and Maths, English and Biology marks. **(4 marks)**

e) Use an appropriate function to calculate the number of students that sat for the exam. **(2 marks)**

f) Using the IF function in column F, show the words "**PASS**" if the total is above 150 or "**FAIL**" if otherwise. **(4 marks)**

g) Use an inbuilt formula to calculate the number of students who failed Biology only. **(4 marks)**

[Total 25 Marks]

QUESTION 3 – POWERPOINT

Create a PowerPoint presentation on a topic called "**Effects Loadshedding in Zambia**". The presentation should contain ten (10) slides.

a) Add word art that reads "TEVETA" to the second slide **(5 marks)**

b) Add any animations and transitions of your choice **(5 marks)**

c) Add pictures or charts to the slides **(5 marks)**

d) Add a date that updates automatically to all slides except the title slide. **(5 marks)**

e) Add a slide theme of your choice. **(3 marks)**

f) Format the slides appropriately and save the file as Question 4. **(2 marks)**

[Total 25 Marks]

QUESTION 4 - MICROSOFT WORD

a) Load word processing software and type the following. **(7 marks)**

COMPUTER LITERACY AS A REQUIREMENT

Is there anything so important about computers that every citizen should learn it? Computer magnifies information worker's abilities. The computer is designed to do only three things: receive, process and give back information; the very things that all information workers do. ***Therefore a person's skill in using computer systems will largely determine his or her value in the work force in coming decades***. Computer literacy has already started having as big an impact on career opportunities (in Zambia as well) as ordinary literacy did in the past when farm mechanization drove millions of workers into the cities in search of factory work. Nearly every job advertisement in the media requires some level of computer literacy. Almost everyone now need to become familiar with (micro) computing to greater or lesser extent whether in the home, office, school, or college. The reason being that the (micro) computer is becoming accepted as a very efficient means of performing many types of operations such as

- Displaying information from the database
- Speed calculations of varying types (scientific, engineering, accounting, mathematical calculation)
- Word processing

In business, a computer is considered as a means of increasing administrative efficiency in payroll processing, sales invoicing, order processing, stock control and production planning control.

Tasks

b) Format the above text so that:

i) The heading is in bold and underlined with Garamond font type and size 15. **(4 Marks)**

ii) Paragraph 1 should be italicized and double line spaced. **(4 Marks)**

iii) Format your document apart from the main heading to Courier new font face, font size 12 **(4 Marks)**

c) Fully justify the text **(2 marks)**

d) Insert a watermark to include the "Do not copy" **(2 marks)**

e) Save your document as **Computer Literacy** **(2 marks)**

[Total 25 Marks]