

# ARCHDIOCESE OF BULAWAYO, REGINA MUNDI SECONDARY SCHOOL



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MINISTRY OF HIGHER AND TERTIARY EDUCATION  
SCIENCE AND TECHNOLOGY DEVELOPMENT

HEXCO

HIGHER EDUCATION EXAMINATIONS COUNCIL

## PRACTICAL ASS. 2

COMPUTER OPERATIONS AND PACKAGES

[TOTAL MARKS: 50 MARKS]

[DATE: WEDNESDAY 18 JULY 2018 TIME: 1HR]

### INSTRUCTIONS TO CANDIDATES

- ✓ Answer ALL questions
- ✓ Make a cover page for your assignment and attach ALL printouts

### QUESTION 1 DATABASE [25 Marks]

State the database package you are using to answer this question

[1 mark]

Golden Institute of Technology wishes to change from using manual files to computerized files. You have been tasked to create the following database for them with the following information

First name	Surname	Sex	Date Of birth	Course	Level
Admire	Chamwa	M	3/15/1979	Marketing	HND
Bibby	Kide	F	7/4/1995	Cosmetology	NFC
Dambudzo	Mhere	M	4/19/1982	IT	NC
Hughson	Frai	F	5/8/1988	Carpentry	HND
Jim	Koloti	M	2/6/1990	Accounting	ND
Kudzai	Tom	F	12/8/1976	Accounting	ND
Lovemore	Kudiwa	F	12/6/1990	IT	NC
Shelly	Manyuchi	F	9/20/1992	Secretarial	NFC
Welly	Kutu	M	10/1/1978	Purchasing	ND

### ALL RREPORTS MUST BE IN TABULAR FORM ON LANDSCAPE ORIENTATION

- i) Create the above table, Print it and Save it As 'Tech Database' thee table as it is [4 marks]
- ii) Produce and print a report which shows all students in the table in a justified layout. Save As Report1 [3marks]
- iii) Produce and print a report of all the students doing IT course and sort it in ascending order. Save As Ascending [3 marks]
- iv) Produce a and print a report of all the students who were born before 1980. Save As Before 1980 [3 marks]
- v) Design and print a form of all female students with a title '2018 Students' and sort in descending order. Save As All female [3 marks]
- vi) Produce and print a query of all male students. Save As StartingWith M [2 marks]

# Hexco Engineering Syllabus

**Michael Brown**



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