



**ROBERT MUGABE SCHOOL OF HERITAGE  
AND EDUCATION**

**DEPARTMENT OF CURRICULUM STUDIES**

**MASTER OF EDUCATION DEGREE**

**EXAMINATION QUESTION PAPER**

**MODULE CODE:                    AICT510**

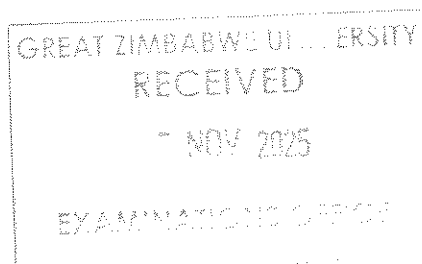
**MODULE NARRATION:    ADVANCED INFORMATION AND  
COMMUNICATION TECHNOLOGY**

**DATE:                                2025**

**DURATION:                        3 HOURS**

**INSTRUCTIONS TO CANDIDATES:**

1. This paper carries FIVE questions
2. Answer ALL questions from this paper
3. Marks for each question are indicated in square brackets ([ ])



### QUESTION 1

- a) Define the following computing terms:
- i. Information
  - ii. Switch
  - iii. Digital divide
  - iv. Workstation [8]
- b) Outline and explain any 4 functions of an operating system. Give four examples of operating systems and their features. [12]

### QUESTION 2

What is the difference between system software and application software? [4]

- a) Explain the applications that make up Microsoft office suite. Give features for each application and where they are used. [10]
- b) What are the three important computer specifications to be considered when you want to buy a computer for online learning? [3]
- c) Identify any three computer threats and measures to mitigate them. [3]

### QUESTION 3

Use the MS Excel document below to show how the following operations can be performed. Your steps should be very clear. (No detailed explanation is required)

	A	B	C	D	E	F	G	H	I
1	Advanced ICT								
2									
3									
4	<b>Surname</b>	<b>Name</b>	<b>Ass 1</b>	<b>Ass 2</b>	<b>Total</b>	<b>Max</b>	<b>Position</b>	<b>Grade</b>	<b>Min</b>
5	Kanyimo	Isaac	88	60					
6	Mukono	Vimbai	58	88					
7	Jaka	Tafadzwa	23	73					
8	Chabuka	Ethel	69	71					
9	Hungwe	Tapiwa	80	78					
10	Simbi	Ivan	30	58					
11									
12									
13									

- a. What formula should be entered in cell E5 to calculate total marks for Isaac [3]
- b. What formula should be entered in cell F5 to determine Isaac's highest score [3]
- c. What formula should be entered in cell I8 to determine Ethel's lowest score [3]
- d. What is the difference between relative reference and absolute reference [2]

- e. The class teacher would want to determine the grade for each final mark scored by the students. The grading system is:

Mark	Grade
75 -100	1
65 – 74	2.1
50 – 64	2.2
45 – 49	3
0 – 44	Fail

What formula should be entered in cell H7 to determine Tafadzwa’s grade in assignment 1 [5]

- f. What formula should be entered in cell G10 to determine Ivan’s position [4]

#### **QUESTION 4**

Use the document below to demonstrate how you would perform the following in MS Access. Detailed explanation is not required; only clearly written steps are required.

ProductID	Product	ProductGroup
1	Wren Box	Bird Boxes
2	Robin Box	Bird Boxes
3	Large Bird Table	Bird Tables
4	Small Bird Table	Bird Tables
5	Box Repair	Repairs
6	Box Installaion	Installations
7	Small Bird Bath	Baths
8	Large Bird Bath	Baths
*	(New)	

- List three field names in the table above. [3]
- How many records are there? [1]
- Filter product field in Ascending order. [3]
- Design a query to display all Products with a Product Group called Baths. [3]
- Define the four main objects of Access. Illustrate using diagrams [8]
- Delete a record with ProductID, “4”. [2]

#### **QUESTION 5**

- Briefly explain the formatting techniques below.

- i. How do you change the font of selected text to Arial, size 12, and apply a bold style in Microsoft Word? [2]
  - ii. Describe the steps to insert a table with 5 rows and 3 columns in a Word document. [2]
  - iii. How do you insert an image from a file into your Word document? [2]
  - iv. Explain how to change the page orientation of a document from portrait to landscape [2]
  - v. What is the default file extension for a Word document? [2]
  - vi. How can you track changes made to a Word document? [2]
  - vii. How do you insert a header and footer in a Word document? [2]
  - viii. How do you insert a page break in a Word document? [2]
- b). Explain four steps of the Data Protection Act. [4]

-----END OF PAPER-----