

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 Rajnik



Hexco Engineering Syllabus:

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Table of Contents Hexco Engineering Syllabus

1. Understanding the eBook Hexco Engineering Syllabus
 - The Rise of Digital Reading Hexco Engineering Syllabus
 - Advantages of eBooks Over Traditional Books
2. Identifying Hexco Engineering Syllabus
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hexco Engineering Syllabus
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hexco Engineering Syllabus
 - Personalized Recommendations
 - Hexco Engineering Syllabus User Reviews and Ratings
 - Hexco Engineering Syllabus and Bestseller Lists

5. Accessing Hexco Engineering Syllabus Free and Paid eBooks
 - Hexco Engineering Syllabus Public Domain eBooks
 - Hexco Engineering Syllabus eBook Subscription Services
 - Hexco Engineering Syllabus Budget-Friendly Options
6. Navigating Hexco Engineering Syllabus eBook Formats
 - ePub, PDF, MOBI, and More
 - Hexco Engineering Syllabus Compatibility with Devices
 - Hexco Engineering Syllabus Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hexco Engineering Syllabus
 - Highlighting and Note-Taking Hexco Engineering Syllabus
 - Interactive Elements Hexco Engineering Syllabus
8. Staying Engaged with Hexco Engineering Syllabus
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hexco Engineering Syllabus
9. Balancing eBooks and Physical Books Hexco Engineering Syllabus
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hexco Engineering Syllabus
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Hexco Engineering Syllabus
 - Setting Reading Goals Hexco Engineering Syllabus
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Hexco Engineering Syllabus
 - Fact-Checking eBook Content of Hexco Engineering Syllabus
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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