TIME: ONE AND HALF HOURS (1½)

INSTRUCTIONS TO CANDIDATES

1 There are two questions in this paper, answer both.

2 Carry out every instruction in each step.

3 Make sure that your name, examination number and school/centre name are typed at the top of every printout.

4 At the end of the examination, print out your work.

5 Do not write anything on your printouts.

INFORMATION TO CANDIDATES

Cell phones are not allowed in the examination room.
Question 1
You are required to use a spreadsheet for this question.

(a) Open a new worksheet and change the page layout to landscape. [1]

(b) Type your name, examination number and school/centre name in the header. [1]

(c) Enter the data in the table below. [4]

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NAME</td>
<td>MATHS</td>
<td>CIVICS</td>
<td>HISTORY</td>
<td>ENGLISH</td>
<td>GEOGRAPHY</td>
<td>TOTAL</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>2</td>
<td>Deano</td>
<td>87</td>
<td>90</td>
<td>80</td>
<td>75</td>
<td>92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jabes</td>
<td>90</td>
<td>90</td>
<td>87</td>
<td>68</td>
<td>91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Choolwe</td>
<td>43</td>
<td>85</td>
<td>87</td>
<td>69</td>
<td>90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Kiymbe</td>
<td>68</td>
<td>69</td>
<td>88</td>
<td>70</td>
<td>93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Kyle</td>
<td>75</td>
<td>70</td>
<td>89</td>
<td>80</td>
<td>94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Aliwila</td>
<td>70</td>
<td>72</td>
<td>90</td>
<td>77</td>
<td>95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Enalah</td>
<td>22</td>
<td>80</td>
<td>82</td>
<td>78</td>
<td>93</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(d) Change the font name to Arial and font size to 12pt. [2]

(e) Type a formula in cell G2 to calculate the total marks. [2]

(f) Replicate the formula from G2 through G8. [1]

(g) Sort the spreadsheet in ascending order of names. [1]

(h) Insert two rows above cell A1 and then type STUDENTS RESULTS in cell D1. [2]

(i) Merge and centre cells A1 through the H1 and change the font size to 14pt. [2]

(j) Type a formula in cell H4 to calculate the average marks. [2]

(k) Replicate the formula in H4 through to H10. [1]

(l) Click on show formulas. Print the worksheet. [1]
Question 2

You are required to use a word processor to create the document below.

(a) Open a blank word processing document. [1]

(b) Type your name, examination number and school/centre name in the header. [1]

(c) Type the letter below. [4]

C/o AB Limited
Box 2
MBAMBANE

29th November 1982

The Manager
XYZ Limited
Box 14
MUKULUMA

Dear Sir/Madam

REF: APPLICATION FOR EMPLOYMENT AS A TYPIST

Reference is made to the advertisement which appeared in the IT Newspaper dated 25th October, 1982. I hereby submit my application for the above mentioned position.

I am a Zambian citizen aged 28 who has an advanced certificate in typing.

Find attached my academic qualifications.

Your favourable response will be highly appreciated.

Yours faithfully

(d) Centre align the subject and make it bold. [2]

(e) Type your name below the word faithfully. [1]

(f) Set the font size of the entire document to 12 pt and change the font face to Tahoma. [2]

(g) Replace the name XYZ Limited with the name MABOMA SUPPLIERS. [1]

(h) Leave two line spaces and then create the table as shown below. [4]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SCHOOL</th>
<th>QUALIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997</td>
<td>2004</td>
<td>Perfect Primary School</td>
<td>Grade 7 certificate</td>
</tr>
<tr>
<td>2005</td>
<td>2006</td>
<td>Tasheni Secondary School</td>
<td>Grade 9 certificate</td>
</tr>
<tr>
<td>2007</td>
<td>2010</td>
<td>Blessing Secondary School</td>
<td>Grade 12 certificate</td>
</tr>
<tr>
<td>2012</td>
<td>2013</td>
<td>ICT College</td>
<td>Typing certificate</td>
</tr>
</tbody>
</table>

(Turn over)
(l) Insert another column after the column headed QUALIFICATION and give it a heading EXPERIENCE.

(j) Format the contents of the top row of the table to bold.

(k) Apply grey shading to the first row of the table.

Print the document.
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