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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022 ACADEMIC YEAR

UNIT CODE : DT 1013
GROUP : DHT III
UNIT TITLE : COMPUTER APPLICATIONS

INSTRUCTIONS TO ANDIDATES

- i. Answer all questions.
- ii. For each question, save your work on the desktop using your name as the file name.
- iii. Time allowed: 2 hours

QUESTION ONE (30 MARKS)

Produce a document as shown below using Microsoft Word.

PROMOTING PEACEFUL ELECTIONS IN KENYA

Throughout the first half of the year 2022, Kenyans on social media platforms discussed a wide range of topics related to the August 2022 general election. All these conversations could be summarized as “**Promoting Peaceful Elections in Kenya.**” According to many social media users, the country needs to do everything possible to avoid a repeat of the 2007-2008 bloodshed, which left 1,300 dead, 600,000 displaced, and underscored deep divides over land, ethnicity, and access to political power. Kenyans now, more than ever before have increased the call for peace and unity among people from all regions, ethnic groups and religious affiliations.

Among the popular utterances flooding social media today include;

As we walk into the general election.....

We are walking as one people who have a responsibility to protect our country.

We refuse to be divided

The country is bigger than any politician

May **Peace, Love and Unity** prevail over the 2022 general elections.

QUESTION TWO**(20 MARKS)**

	A	B	C	D	E	F	G	H
1	Staff Number	Name of the Employee	Appraisal 1 (March)	Appraisal 2 (July)	Average	Main Appraisal (December)	Total	GRADE
2	STAF950/19	Joy White	20	22		50		
3	STAF/951/19	Jane Pink	21	23		60		
4	STAF952/19	Gracious Janny	24	26		48		
5	STAF953/20	Joan Brandy	15	20		45		
6	STAF954/20	Elssie Peace	20	18		40		
7	STAF955/20	Stephanie Cecily	15	18		45		
8	STAF956/20	Mallanie Randy	23	20		55		
9					mean score			

The spreadsheet above shows the scores awarded to employees of TamuTamu Hotel after the appraisals that are done three times a year. Use the spreadsheet above to answer the following questions;

- Produce the worksheet as shown above (4 marks)
- Calculate the AVERAGE at cell E2. (4 marks)
- Calculate the TOTAL at cell G2. (4 marks)
- Calculate the MEAN SCORE (4 marks)
- Use the IF function to return the staff's GRADE at cell H2. (4 marks)

Criteria:

- >=70, "A"
- >=60, "B"
- >=50, "C"
- >=40, "D"
- <40, "F"

QUESTION THREE**(20 MARKS)**

Prepare a PowerPoint presentation that you will display during a training in a baking class.

- Slide one: Topic and the name of the presenter
- Slide two: Types of cakes
- Slide three: Preparations made before baking
- Slide four: Baking process
- Slide five: Presentation/serving cake

Addition information

- Use design template of your choice
- Apply slide transitions of your choice
- Apply custom animations of your choice

Note: Make your presentation captivating to capture the attention of the audience.