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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATIONS, SEP-DEC SEMESTER**  
**END OF SEMESTER EXAMINATIONS**  
**2024/2025 ACADEMIC YEAR**  
**BACHELORS OF EDUCATION (ARTS)**  
**KLC 2102: FUNDAMENTALS OF COMPUTING**

Date: 9th December 2024

Time: 11.30am-1.30pm

**INSTRUCTIONS TO CANDIDATES:** Answer question one and any other two questions from section B & before answering any question, create a folder on the desk top bearing your admission number.

**SECTION A**

**QUESTION ONE IS COMPULSORY (30 MARKS)**

i. **Activity**

- Type in the following spreadsheet, and format it to look like the sample below and save it as "Mike's Lunch Bar" **(5Marks)**
- Create formulas to display a total for each item in the Lunch Bar. **(3Marks)**
- Create a formula to calculate the total sales for the Lunch Bar. **(3Marks)**
- Create a formula to calculate the average sales for the Lunch Bar. **(3Marks)**
- Apply all borders and shading (color) shown in the sample below, feel free to experiment with your own color schemes. **(1Marks)**

	A	B	C	D	E
1	Mike's Lunch Bar				
2	Lunch Items	Units Sold	Unit Price	Sales	
3	Sandwiches	2,300	\$ 2.50		
4	Meat Pies	1,100	\$ 2.00		
5	Macaroni and other Salads	3,650	\$ 3.50		
6	Filled Rolls	560	\$ 2.30		
7	Soup	348	\$ 3.00		
8	Desserts	288	\$ 2.00		
9	Tea	890	\$ 1.50		
10	Coffee	974	\$ 1.50		
11	Cold drinks	599	\$ 1.00		
12					
13	Total Sales				
14	Averages				
15					
16					

- ii. Type the passage below as it is and Save it as **BROWSER**. Use font size 12 and Times new Roman font style. (7Marks)

### **What is a Browser?**

A browser is a computer program that resides on your computer enabling you to use the computer to view WWW documents and access the Internet taking advantage of text formatting, hypertext links, images, sounds, motion, blogs, and other features. Firefox and Internet Explorer are currently the leading "graphical browsers" in the world (meaning they facilitate the viewing of graphics such as images and video and more). There are other browsers (e.g., Mozilla, Safari, Opera). Most offer many of the same features and can be successfully used to retrieve documents and activate many kinds of programs.

Browsers all rely on "plug-ins" to handle the fancier files you find on the Web. Plug-ins are sub-programs stored within a browser or elsewhere in your computer especially to support special types of files you may click on. If you click on a link, and your computer does not currently have the plug-in needed for the file you clicked on, you are usually prompted with an opportunity to get the plug-in. Most plug-ins are free, and easy and safe to install on your computer; follow the instructions you are given.

The main way in which browsers differ is in the convenience features they offer for navigating and managing the Web and all the URLs you may want to keep track of. Netscape and Internet Explorer both offer the ability to e-mail documents, download them to diskette, print them, and keep track of where you've been and sites you want to "bookmark" or "Add to Favorites" (Microsoft's name bookmarks).

- a) Change the case of the main heading to Title Case, Font size 16, double underline & center it. (3 Marks)
- b) Justify all the paragraphs excluding the main heading. (1Mark)
- c) Divide the passage into 2 columns with a line between. (3 Marks)
- d) Change the line spacing of the entire document to 1.5 lines. (1 Mark)

### **SECTION B**

#### **QUESTION TWO (15MKS)**

- i. Create a database called COLLEGE (2 Marks)
- ii. Create a table within the Database called EMPLOYEES with the following details: (4 Marks)

SURNAME	DEPARTMENT	ECNo	AGE	SALARY
TEMBO	ICT	45e3	40	5000000
MAUNGA	STORES	45e7	34	4000000
ZISO	PRODUCTION	43g7	51	7000000
TOKO	SALES	48f8	33	7000000
PHIRI	MARKETING	48h1	43	3000000
HOVE	ICT	45k9	24	4000000
WENGE	HRM	43e2	21	4500000

### **iii. Activity:**

- a) Create a query for all employees below 5 000 000 salaries showing the following fields **only**: Surname, Age, and Salary save it as **Salary & Produce**. (4 Marks)
- b) Create an input form for all the fields. (4 Marks)
- c) Create a report showing all details but arranged in ascending order according to surnames.(4 Marks)

### **QUESTION THREE (15MKS)**

- a) Create a presentation with the main heading “PROMOTION MEDIA ADVANTAGES” being the 1<sup>ST</sup> slide. Apply an attractive template or kimono template. Each slide heading should have a shadow and in bold. **(2 Marks)**
- b) Slide 2: **INTERNET** **(3 Marks)**
- ☐ Able to reach a global audience
  - ☐ Relatively cost-effective
  - ☐ Can target types of viewers
  - ☐ Messages can be timely
  - ☐ Ads can be interactive
- c) Slide 3: **MAGAZINES** **(3Marks)**
- ☐ Long life – prospects keep magazines and reread them
  - ☐ Can select targeted audiences
  - ☐ Ad size flexibility
  - ☐ High quality printing
  - ☐ Prestigious editorial environment
- d) Slide 4: **RADIO & TELEVISION** **(3 Marks)**
- ☐ Little competitive clutter.
  - ☐ Difficult to ignore.
  - ☐ Can reach prospects who are not actively looking for the product
  - ☐ Can be limited to specific geographic areas
  - ☐ Creatively flexible.
  - ☐ Can dramatize product story more effectively than printed ads
- e) Slide 5: **NEWSPAPERS** **(3Marks)**
- ☐ Short deadlines
  - ☐ Ad size flexibility
  - ☐ Circulation concentrated in specific geographic areas
  - ☐ Reach a diverse audience
  - ☐ Classified sections well organized for easy access
- f) Save the files as **MEDIA** **(1Mark)**

### **QUESTION FOUR (15MKS)**

- a) Using a presentation package, create four slides and print them on the same paper and save them as **SLIDES**. They should be arranged in pairs in numerical order. **(1Mark)**
- i. **Slide 1**  
Design a wedding card, indicate the people who are wedding, the date, place where his ceremony is taking place, and RSVP. **(3Marks)**
  - ii. **Slide 2**  
Produce a graph to represent the following crops: - Soya beans 200kgs, maize 800kgs, sugar beans 1510kgs, groundnuts 170 kg, Millet 700kgs. **(5Marks)**
  - iii. **Slide 3**  
Design a graduation card inviting your parents to the Graduated Ceremony. Insert an educational picture on the right side. **(3Marks)**
  - iv. **Slide 4**  
The main heading of the slide should be HIV / Aids and should be centered. List six symptoms of HIV / Aids. **(3Marks)**

### **QUESTION FIVE (15MKS)**

- i. Using the Mail Merge Helper, Create the Main Document. **(2 Marks)**
- ii. Use the following information to determine the fields needed for your data source and enter the records. Save the data source as **Class Info**. **(3Marks)**

Field Names	Record 1	Record 2	Record 3
Title	Ms.	Mr.	Mr.
FirstName	Mary	Farai	Jim
LastName	Shamu	Jones	Mufambi
JobTitle	President	Comptroller	Manager
Company	New Company	ABC Company	XYZ Company
Address1	124 Main Street	890 Fifth Avenue	412 Central Avenue
City	MUTARE	RUSAPE	MARONDERA
State	MANICALAND	MANICALAND	MASH EAST
PostalCode	0220	0225	0200
Class	Word	Word	Excel
Class_Date	10/28/20xx	10/25/20xx	10/30/20xx

- a) Type the following main document and save it as **ClassAct**. **(3Marks)**
- b) Save the merged document as **MergeClassAct**. **(3Marks)**
- c) Use the template below to create the **Main Document**. **(4Marks)**

Date (enter the date using the insert command)

«Title» «FirstName» «LastName»

«JobTitle»

«Company»

«Address1»

«City», «State» «PostalCode» Dear «FirstName»

Thank you for enrolling in our class. All classes begin at 7 a.m. and end at 4 p.m. We look forward to seeing you in our «Class» on «ClassDate».

Sincerely