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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR**  
**FIRST YEAR, SECOND SEMESTER EXAMINATION**  
**FOR THE DIPLOMA IN PROCUREMENT & SUPPLIES**  
**MANAGEMENT**  
**DIT 1013: INTRODUCTION TO COMPUTER APPLICATION**

Date: 5<sup>TH</sup> DECEMBER, 2024  
Time: 8.30AM-10.30AM

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

Using Microsoft Word, produce a document as shown below;

**RIDDLE**

There's an old riddle that says five frogs are sitting on a lily pad. One decides to jump off. How many are left? If your answer is "four", thank your maths teacher for your excellent maths skills. Unfortunately, this is not a test of your maths abilities. It's a life problem. The correct answer is "five". Yes, all five are still sitting there on the lily pad.

The one frog only decided to jump but hasn't. Life is not a spectator sport; it's indeed a contact sport. and there are no practice sessions, and you've been in the game from day one. As cliché as it seems 'The journey starts with a single step' — not by thinking about taking that step.

Moral: Be the frog who not only decides to jump off the lily pad but actually jumps.

Source: <https://medium.com/>

**Required:**

- a) Create a folder on the desktop with your admission number as the folder name. **(2 Marks)**
- b) Type the above passage in Microsoft Word and save it as, **Riddle.** **(6 Marks)**
- c) The title should be center aligned, of Algerian font and font size 23. **(6 Marks)**
- d) The body of the passage should be of Times New Roman font, font size 14 and font colour green. **(6 Marks)**
- e) Apply justify alignment to the body of the passage. **(3 Marks)**
- f) Apply line spacing of 3.0, to the body of the passage. **(3 Marks)**
- g) Enclose the first paragraph in a border. **(4 Marks)**

## **QUESTION TWO (15 MARKS)**

Prepare a power point presentation that will be displayed during a procurement workshop.

Slide one: Topic and the name of the presenter **(2 Marks)**

Slide two: Meaning of procurement **(2 Marks)**

Slide three: Role of the Procurement department in an organization. **(2 Marks)**

Slide four: Ethics in procurement. **(2 Marks)**

Addition information

- i. Use design template of your choice **(2 Marks)**
- ii. Apply slide transitions of your choice **(2 Marks)**
- iii. Apply custom animations of your choice **(2 Marks)**

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

Save your presentation save, workshop, in your folder.

**(1 Mark)**

### **QUESTION THREE (15 MARKS)**

Using Microsoft Word, produce a document as shown below;

#### **OVERCONFIDENCE**

Once upon a time a tortoise and a hare had an argument about who was faster. They decided to settle the argument with a race. They agreed on a route and started off the race. The hare shot ahead and ran briskly for some time. Then, seeing he was far ahead of the tortoise, he thought he'd sit down and rest for a while before continuing the race. He sat down under a tree and soon fell fast asleep. The tortoise, plodding along, soon overtook him, passed him, crossed the finish line, and won the race. The hare woke up and realized he'd lost.

Many people will conclude that Slow and Steady win the race. When I read the story, I feel that the real lesson is not about the tortoise at all, it's about the hare. The hare made a huge mistake, believing in its ability but then not actually proving it. In real life, you may have that great skill, one which everyone agrees, but you must still showcase that skill to win the competition.

***Moral: Success depends on using your talents, not just having them.***

***Source: <https://medium.com/>***

## Required

- i. Type the above passage in Microsoft Word and save it as, Overconfidence. (5 Marks)
- ii. Enclose the last paragraph in a border of your choice and apply red shading. (2 Marks)
- iii. Change the case of the second paragraph to UPPERCASE. (2 Marks)
- iv. Format the font size of the entire document to 19. (2 Marks)
- v. Insert an artistic page border. (2 Marks)
- vi. Change the page orientation to landscape. (2 Marks)

## QUESTION FOUR (15 MARKS)

The following is an extract from the incomplete records of Ndovu Traders.

O14			
	A	B	C
1			
2		NET PROFIT FOR THE YEAR 2022	
3		MONTH	PROFIT
4	1	JANUARY	200000
5	2	FEBRUARY	300000
6	3	MARCH	250000
7	4	APRIL	200000
8	5	MAY	300000
9	6	JUNE	350000
10	7	JULY	400000
11	8	AUGUST	420000
12	9	SEPTEMBER	450000
13	10	OCTOBER	500000
14	11	NOVEMBER	500000
15	12	DECEMBER	600000
16		TOTAL PROFIT	
17			
18		Average profit per month	
19		Highest profit in a month	
20		Lowest profit in a month	
21			

## Required;

- i. Enter the data in excel as shown above (5 Marks)
- ii. Calculate the total profit for the year using a function. (2 Marks)
- iii. Compute the average profit per month using a function. (2 Marks)
- iv. Format the profits in two decimal places. (2 Marks)
- v. Format the profits to be in currency. (2 Marks)
- vi. Produce a pie chart to show profits per month for the entire year. (2 Marks)

### **QUESTION FIVE (15 MARKS)**

The table below shows the records maintained by Jishinde Ushinde Traders. Use the information to answer the questions below.

	A	B	C	D
1		<b>JISHINDE USHINDE TRADERS</b>		
2		SEAT PRODUCED		
3		DAY OF THE WEEK	QUANTITY	COST OF PRODUCTION
4	1	MONDAY	5	
5	2	TUESDAY	4	
6	3	WEDNESDAY	10	
7	4	THURSDAY	1	
8	5	FRIDAY	5	
9	6	SATURDAY	1	
10		TABLES PRODUCED		
11		DAY OF THE WEEK	QUANTITY	COST OF PRODUCTION
12	1	MONDAY	2	
13	2	TUESDAY	4	
14	3	WEDNESDAY	6	
15	4	THURSDAY	2	
16	5	FRIDAY	5	
17	6	SATURDAY	2	
18		<b>PRODUCTION COST PER ITEM</b>		
19		SEAT	1000	
20		TABLE	2000	
21				
22		TOTAL COST OF PRODUCING SEATS		
23		TOTAL COST OF PRODUCING TABLES		
24				

## **Required;**

- i.** Enter the data in Microsoft Excel as save the file as, *Jishinde*, in your folder. **(6 Marks)**
- ii.** Using absolute cell references, calculate the cost of production for the seats for each day of the week. **(3 Marks)**
- iii.** Using absolute cell references, calculate the cost of production for the tables for each day of the week. **(2 Marks)**
- iv.** Compute the total cost of producing seats. **(2 Marks)**
- v.** Calculate the total cost of producing tables. **(2 Marks)**