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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2024 ACADEMIC YEAR**  
**FIRST YEAR, SECOND SEMESTER EXAMINATION**  
**FOR DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

UNIT CODE : DIT 1013

UNIT TITLE : INTRODUCTION TO COMPUTER APPLICATIONS

**INSTRUCTIONS**

1. Attempt question one and any other two questions.
2. Save your files in your folder as required since only work in the folder shall be marked.
2. Time allowed; 2 hours.

**QUESTION ONE**

Using Microsoft Word, produce a document as shown below;

**HR OBSTACLES THAT WILL ARISE IN THE DIGITAL AGE**

Human society is complex, and managing people has always been difficult. Human resource management has become even more complicated due to the digital age. Human resources have become a difficult job due to trends such as an expanding millennial workforce, changing expectations, global economic disruptions, and expanding hybrid work culture. The first step in overcoming these difficulties is to identify the issues. You make problems easier to solve by clearly defining them. This means saving time, money, effort, and resources, which will help improve business outcomes.

**Talent Acquisition**

Talent acquisition is currently one of the most difficult human resource challenges. We have a millennial workforce with priorities that differ greatly from traditional perspectives. They seek jobs that offer flexibility, feedback, recognition, and meaningful work.

Companies have begun a competitive war for talent in order to attract skilled employees. And, in this digital, fast-paced world, they must go beyond competitive salaries and benefits to provide employees with meaningful experiences.

**Talent Retention**

Employees now have more employment options than ever before thanks to globalization and hybrid work cultures. On the other hand, people are experiencing collective burnout and leaving jobs at unprecedented rates as a result of the pandemic's stresses.

As a result, HR must take care to retain current employees — or risk losing them to a highly competitive talent market.

**Source: <https://nexustac.com/the-5-hr-obstacles-that-will-arise-in-the-digital-age/>**

### Required

- i. Create a folder on the desktop with your *admission number* as the folder name. (2 marks)
- ii. Type the above passage in Microsoft Word and save it as, *Obstacles*. (6 marks)
- iii. Copy paste the passage to appear *five times* in the document. (4 marks)
- iv. Insert *Arabic page numbers* at the bottom margin of the document. (4 marks)
- iv. Insert *your name* as the page header. (3 marks)
- v. Insert a water mark that reads, *Digital Age*. (3 marks)
- vi. Change the orientation of the document to *Landscape*. (3 marks)
- vii. Format the second paragraph to have *yellow text highlight colour*. (3 marks)
- vii. Format the font of the entire document to be, *Arial Black*. (2 marks)

### QUESTION TWO

Prepare a power point presentation that you will display in a Human Resource Seminar.

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

Slide two: Functions of the Human Resource Office in an organization. (2 mark)

Slide three: On Job Training and Off the Job Training. (2 mark)

Slide four: Desired qualities that employers look for in Employees. (2 mark)

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, *Human Recourse*, in your folder. (1 marks)

### QUESTION THREE

Using Microsoft Word, produce a document as shown below;

#### **REAL PROGRESS BUT SURPRISINGLY FRAGILE**

Over the past decade, there have been important gains for women at every level of the corporate pipeline, particularly in senior leadership. Almost 30% of C-suite leaders are now women.

However, the pipeline is not as healthy as the numbers suggest. At the beginning, too few women—and especially women of color—are advancing into management positions. And the gains in the C-suite will be nearly impossible to replicate. At the current rate of progress, it will take almost 50 years to reach parity for all women in corporate America—and that assumes companies can find a path to more sustainable gains.

The report also shows that companies have put more policies in place to support employees and have increased their efforts to foster inclusion. However, company initiatives to activate employees—who have a critical role to play in changing the culture of work—have not translated into action. Likely as a result, the workplace has not gotten better for women: in fact, their day-to-day interactions look largely like they did several years ago.

All of this is against a backdrop of companies' declining commitment to diversity. At a moment when companies should be doubling down on their efforts, there are early signs they are pulling back. Women have remained ambitious and committed to their jobs. Now, we need companies to stay ambitious and committed to the important work they've started. This year's report provides a roadmap.

<https://womenintheworkplace.com/>

### Required

- Type the above passage in Microsoft Word and save it as, *Fragile*. (5 marks)
- Insert a watermark in the document that reads, *Hospitality*. (2 marks)
- Insert a page footer that reads, *real progress*. (2 marks)
- Change page orientation to landscape. (2 marks)
- Change the page colour to yellow. (2 marks)
- Format the title to have red text highlight colour. (2 marks)

### QUESTION FOUR

The data below shows the current wages of casual workers at Mkenya Daima Traders. The Human Resource Manager is considering having additional pay for each worker based on the current wages. Use the data to answer the questions below.

K13									
	A	B	C	D	E	F	G	H	I
1	CASUAL WORKERS PAY					CRITERIA FOR ADDITIONAL PAY			
2	STAFF NAME	DEPARTMENT	CURRENT PAY	ADDITIONAL PAY		CURRENT PAY		ADDITIONAL	
3	MARY	MARKETING	500			500 and above		100	
4	CARO	MARKETING	600			300 and above		80	
5	KEN	MARKETING	300			Less than 300		50	
6	PETER	PRODUCTION	400						
7	JOY	PRODUCTION	550						
8									
9	CURRENT TOTAL WAGES PAYABLE PER DAY								
10	CURRENT TOTAL WAGES PAYABLE TO MARKETING STAFF								
11	CURRENT TOTAL WAGES PAYABLE TO PRODUCTION STAFF								
12									

### Required;

- Enter the data in Microsoft Excel and save the file as, *Workers*, in your folder. (5 marks)
- Calculate the current total wages payable to all the casual workers. (2 marks)
- Format the current pay into two decimal places. (2 marks)
- Compute the current total wages payable to marketing workers. (2 marks)
- Compute the current total wages payable to production workers. (2 marks)
- Using the IF FUNCTION, return the appropriate remark for the additional pay for each worker considering the criteria given. (2 marks)

### **QUESTION FIVE**

The table below shows data maintained by Juhudi SACCO. Use the information to answer the questions below.

	A	B	C	D	E	F	G
1		<b>JUHUDI SACCO</b>					
2	<b>NAME</b>	<b>DEPARTMENT</b>	<b>SAVINGS</b>	<b>DRAWINGS</b>	<b>INTEREST</b>	<b>REMARK</b>	<b>CRITERIA ON SAVINGS</b>
3	KELVIN	ACCOUNTS	20000	0	200		50000 and above <b>HIGH</b>
4	JOHN	ACCOUNTS	40000	1000	400		30000 and above <b>MODERATE</b>
5	MIKE	MARKETING	60000	2000	600		Below 30000 <b>LOW</b>
6	WILLIAM	ACCOUNTS	20000	500	200		
7							

#### **Required;**

- Enter the above data in Microsoft Excel and save the file as, JUHUDI in your folder. (5 marks)
- Using the IF FUNCTION, return a remark based on the amount of savings. (2 marks)
- Compute the total amount saved by Accounts staff (2 marks)
- Compute the total amount saved by Marketing staff. (2 marks)
- Calculate the number of times accounts staff made savings. (2 marks)
- Produce a bar graph that plots total amount saved staff in the two departments. (2 marks)

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