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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR**  
**FOR THE CERTIFICATE IN BANKING AND FINANCE**  
**CIT 1010: BASIC COMPUTER APPLICATIONS**

Date: 20<sup>TH</sup> APRIL 2023

Time: 2:30PM-4:30PM

**INSTRUCTIONS TO CANDIDATES**

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

**QUESTION ONE (30 MARKS)**

- a) Open a word processing program and set up the page as follows:
- i) Paper size: A4 (1 Mark)
  - ii) Margins: top and bottom 25.4mm, left and right 19.05mm (2 Marks)
- b) Create the following document as it appears in the word processing in (a). Save it as *Relaxation* in the CIT1010 folder to print out later.

**RELAXATION TECHNIQUE**

Relaxation techniques are a great way to help with stress management, Relaxation isn't just about peace of mind or enjoying a hobby. Relaxation is a process that decreases the effects of stress on your mind and body.

Whether your stress is spiraling out of control or you've already got it tamed, you can benefit from learning relaxation techniques. Learning basic relaxation techniques is easy.

Relaxation techniques also are often free or low cost, pose little risk, and can be done just about anywhere. Explore these simple relaxation techniques and get started on distressing your life and improving your health.

**Benefits of Relaxation Techniques**

When faced with numerous responsibilities and tasks or the demands of an illness, relaxation techniques may take a back seat in your life. This means that you might miss out on the health benefits of relaxation. Practicing relaxation techniques can reduce stress symptoms by:

- ❖ Slowing your heart rate
- ❖ Lowering blood pressure
- ❖ Slowing your breathing rate
- ❖ Reducing activity of stress hormones
- ❖ Increasing blood flow to major muscles

**Types of Relaxation Techniques**

There are several main types of relaxation techniques, including:

- i) Autogenic relaxation  
Autogenic means something that comes from within you. Use both Visual imagery and body awareness to reduce stress.
- ii) Progressive muscle relaxation  
Focus on slowly tensing and then relaxing each muscle group. This helps you focus on the difference between muscle tension and relaxation.
- iii) Visualization  
From mental images to take a visual journey to peaceful, calming place or situation. During visualization, try as many senses as you can, including smell, sight, sound and touch.

Relaxation schedule is very useful to the body. The following table shows a simple schedule for a week.

TABLE SHOWING RELAXATION SCHEDULE

DAY	EVENT	TIME	Relaxing is very important
Monday	Swimming	4pm	
Tuesday	Jogging	6am	
Wednesday	walking	4pm	
Thursday	Jogging	6am	
Friday	swimming	4pm	

**QUESTION TWO (20 MARKS)**

The following is a simple payroll

	A	B	C	D	E	F	G	H	I
1	Name	Hrs worked	Hrly Rate	Basic pay	Gross pay	Tax deductions	NSSF contributions	Allowances	Net pay
2	john	8	200						
3	peter	12	450						
4	sam	22	300						
5	jogu	30	286						
6	Mary	16	220						
7	sally	45	468						
8	Jane	15	150						
9	Tina	3	280						

**Required:**

Write formulae using cell names for the following expressions. State where the formula is placed.

- i) Basic Pay = Hours Worked \* Hourly Rate.
- ii) Allowances are allocated at 10% of the Basic Pay.
- iii) Gross Pay = Basic Pay + Allowances.
- iv) Tax Deduction is calculated at 20% of the Gross Pay.
- v) Net Pay = Gross Pay – Tax Deductions.

(20 Marks)

**QUESTION THREE (20 MARKS)**

As an experienced student of computer application, you have been appointed by your lecturer to go and talk to the new Student about the subject called **computer application** on their first careers day in the orientation week. The topic is “Computer application”.

Prepare a **Five** slide presentation to deliver your content to the senior one’s considering the following;

- i) **Slide one** is a title slide. (2 Marks)
- ii) **Slide two** contains a description of computer application. (2 Marks)
- iii) **Slide three** should have key topics in computer application and their importance (3 Marks)
- iv) **Slide four** should have tabulated evidence of how candidates have been performing in the subject in the last two years. (3 Marks)
- v) **Slide five** Advantages of doing computer application in your school. (2 Marks)
- vi) Set the background of your slides with different gradient. (2 Marks)
- vii) Apply animation and transition of choice in each slide (4 Marks)
- viii) Insert current date and your name and personal registration number as a Footer. (1 Mark)
- ix) Save your presentation as your name and Registration number. (1 Mark)

#### **QUESTION FOUR (20 MARKS)**

You are required to design a document for KWUST which seeks to advertise a new wireless connectivity service offered within the campus. Conduct the following procedures:

- a) Create a folder on the desktop and give it your registration number as its name in this format: CIT1010 (2 Marks)
- b) Create the required document Using Microsoft publisher. Deploy the bounce template and save the work in your folder as “KWSUT wireless”. (18 Marks)

#### **QUESTION FIVE (20 MARKS)**

- a) Using the information below, design an appropriate spreadsheet and enter the following Data, give the table an appropriate Title. Save as D: ACTIVITY 1 (6 Marks)

Happiness scored 89 in software Engineering,76 in TX-line, 56 in Computer application, 90 in teletraffic and 48 in Artificial intelligent. Linet scored 78 in software Engineering,89 in TX-line, 67 in Computer application, 90 in teletraffic and 34 in Artificial intelligent.

Rashid scored 70 in software Engineering,93 in TX-line, 34 in Computer application, 23 in teletraffic and 69 in Artificial intelligent. Sirma scored 90 in software Engineering,98 in Tx-line, 100 in Computer application, 78 in teletraffic and 68 in Artificial intelligent.

- b) Calculate the total marks for each student Label it appropriately. Write on the paper provided the formula used for Rashid. (4 Marks)
- c) Calculate the average for software Engineering, TX-line, Computer application, teletraffic and Artificial intelligent and Total score for the class. Label this average appropriately and Save as D:' Activity 2 (4 Marks)