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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 BANKING AND FINANCE**

Date: 7<sup>th</sup> August, 2024  
Time: 8.30am –10.30am

**DIT 1013 INTRODUCTION TO COMPUTER APPLICATIONS**

**INSTRUCTIONS TO CANDIDATES**

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

*All answers should be saved appropriately in one folder.*

**QUESTION ONE (30 MARKS)**

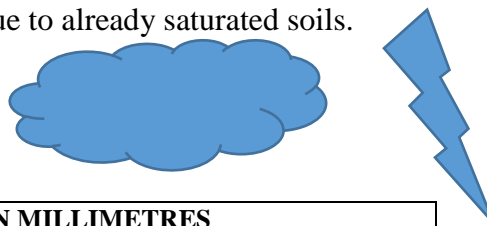
The following information was recorded by the metrological department of Kenya.

**RAINFALL**

The rainfall being experienced over several parts of the country is expected to continue this week. It is likely to intensify to more than 30 mm in 24hrs over the Highlands West of the Rift Valley, the Lake Victoria Basin, the Central Rift Valley, the Northwest, the South-eastern Lowlands, the Northeast and the Highlands East of the Rift Valley ( including Nairobi County) from 10 to 12 May 2021. The heavy rainfall is projected to reduce in intensity on Thursday 13 May 2021. Due to already high-water levels in rivers and other water retention areas, it is likely that the rains may cause flooding over flood plains and other areas not well drained.

Mudslides and landslides are also likely to occur on hilly areas of the Highlands West of the Rift Valley and the Highlands East of the Rift Valley due to already saturated soils.

Source: <https://meteo.go.ke/node/1144>



AMOUNT OF RAINFALL IN MILLIMETRES			
Region	March	April	May
Nairobi	27	67	65
Coast	72	28	28
Western	64	77	65
Eastern	69	59	54

**Required;**

- a) Create a folder on the desktop with your name as the folder name. (1 mark)
- b) Prepare the document above and save it as, Rain, in your folder.
  - i) Text passage (6 marks)
  - ii) Table (6 marks)
- c) Change the page orientation to landscape. (3 marks)
- d) Enclose the first paragraph in a border and shading of your choice. (4 marks)
- e) Insert objects to represent; clouds and lightning bolt. (4 marks)
- f) Format the title to font size 31 and font colour blue. (4 marks)
- g) Format the page colour with a fill effect of your choice. (2 marks)

**QUESTION TWO (15 MARKS)**

The manager of Mwihoko Insurance Company intends to invite potential clients for a function in the company. You have been requested by the manager to prepare the invitation letters using mail merge.

Title	First Name	Second Name	Company	Address	Specification
Mr	Andrew	Lincoln	Alite	2435-0200	Education
Mr	Mathews	Ali	Yellolite	6782-0200	Medical
Mrs	Alice	Linda	Merrgita	7819-0100	Life insurance
Miss	Raelyn	Ngugi	Euro tap	37338-0200	Accident exray

## Mwihoko Insurance Company

P.O. BOX 544467-0233  
NAIROBI

«Title» «First Name» «Second Name»  
«Company»  
«Address»

Dear «First Names»

**RE: NEW PRODUCT**

We hereby request you to attend a meeting on 1/8/2024 at our premises as we launch new products. We have a range of products on «Specification». Thanks for your continued partnership.

Yours

Nate N

**Branch Manager**

**Required;**

- a) Type the table above in a blank Ms. Word document and save it as, Data Source, in your folder. (3 marks)
- b) Type the letter above WITHOUT the merge field, for example «Title» «First Name» «Second Name» and save the letter as, template, in your folder. (4 marks)
- c) Through mail merging, and insert merge fields as shown in the document above and save the file as merge. (4 marks)
- d) Produce personalized documents for each of the recipients and save the file as, final. (4 marks)

**QUESTION THREE (15 MARKS)**

Having successfully completed a course in computer applications, you have decided to enlighten your workmates on the ways by which importance computers can help improve organizational performance.

*Additional Information*

- a) Prepare a six slide presentation that you would use to encourage other staff members to adopt computers in their work. Save the file as, Computers, in your folder. (5 marks)
- b) Use different background colours for the slides. (2 marks)
- c) Apply a design template of your choice. (3 marks)
- d) Each slide should have a different transition. (2 marks)
- e) Varied animations should be used especially for entrance. (3 marks)

**QUESTION FOUR (15 MARKS)**

The Petty Accountant in Mzalendo LTD prepared a spreadsheet to track the expenses on milk over a certain period of time.

	A	B	C	D
1	EXPENSE ON MILK			
2	JUNE	DATE	QUANTITY LTRS	EXPENSE
3		3/6/2024	8	
4		4/6/2024	5	
5		5/6/2024	6	
6		6/6/2024	4	
7		7/6/2024	4	
8				
9	BUYING PRICE FOR MILK			
10	Below 10 ltrs		100	
11				

**Required;**

- a) Enter the data above in Ms. Excel and save the file as, MILK, in your folder. (6 marks)
- b) Compute the expense for each day of the week using a formula with absolute cell references. (4 marks)
- c) Calculate the average milk expense per day on milk using a function. (2 marks)
- d) Using appropriate function, calculate the highest expense on milk over the period. (2 marks)
- e) Rename the worksheet as, Expense. (1 marks)

**QUESTION FIVE (15 MARKS)**

The spreadsheet below shows a summary of the Net Profit realized by Ndovu LTD over the year ending Dec, 2023.

	A	B	C
1	<b>NDOVU LTD</b>		
2	<b>MONTH</b>	<b>NET PROFIT</b>	
3	JAN	20000	
4	FEB	25000	
5	MAR	40000	
6	APR	60000	
7	MAY	60000	
8	JUN	50000	
9	JUL	60000	
10	AUG	75000	
11	SEP	90000	
12	OCT	125000	
13	NOV	125000	
14	DEC	130000	
15	<b>TOTAL</b>		

**Required;**

- a) Enter the data above in Microsoft Excel and save the file as, Net Profit. (4 marks)
- b) Format the Net Profit for each month into currency and into two decimal places. (4 marks)
- c) Generate a 2D column chart to represent the information in a pictorial form. (4 marks)
- d) Apply conditional formatting such that net profits that are equal for various months are flagged. (3 marks)