



Kasarani Campus
Off Thika Road
P. O. Box 49274, 00101
NAIROBI
Westlands Campus
Pamstech House
Woodvale Grove
Tel. 4442212
Fax: 4444175

KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY UNIVERSITY
EXAMINATION FOR 2022/2023 ACADEMIC YEAR
END OF SEMESTER EXAMINATIONS
DIPLOMA IN BANKING AND FINANCE
DIT 1013- COMPUTER APPLICATIONS

Date: 27th July 2022
Time: 8.30am-10.30am

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Distinguish the following terms;
 - i. Page header and page footer (2 marks)
 - ii. Column and row (2 marks)
 - iii. Formulae and function (2 marks)
- b) Identify six documents that can be created using a word processor such as Microsoft Word. (6 marks)
- c) Identify six figures that can be generated by spreadsheet programs such as Microsoft Excel. (6 marks)
- d) List six publications that can be created using a desktop publisher such as Microsoft Publisher. (6 marks)
- e) Describe three situations that may require you to use a presentation software such as Microsoft PowerPoint. (6 marks)

QUESTION TWO (20 MARKS)

Produce a document as shows below using Microsoft Word.

THE ELEPHANT ROPE

A gentleman was walking through an elephant camp, and he spotted that the elephants weren't being kept in cages or held by the use of chains. **All that was holding them back from escaping the camp, were small pieces of ropes tied to one of their legs.** As the man gazed upon the elephants, he was completely confused as to why the elephants didn't just use their strength to break the rope and escape the camp. They could easily have done so, but instead, they didn't try to at all.

Curious and wanting to know the answer, he asked a trainer nearby why the elephants were just standing there and never tried to escape. The trainer replied;

“when they are very young and much smaller we used the same size of ropes to tie them and, at that age, the ropes were enough to hold them. As they grow up, they are conditioned to believe they cannot break away. They believe the ropes can still hold them, so they never try to break free.”

The only reason that the elephants weren't breaking free and escaping from the camp was that over time they adopted the belief that it just wasn't possible.

QUESTION THREE (20 MARKS)

	A	B	C	D	E	F	G	H
1	Admn No	Name of the Student	CAT 1	CAT 2	CAT Average	Main Exam	Total	GRADE
2	DIT/950/19	Joy White	20	22		50		
3	DBT/951/19	Jane Pink	21	23		60		
4	DBA/952/19	Gracious Janny	24	26		48		
5	DHR/953/20	Joan Brandy	15	20		45		
6	DBF/954/20	Elssie Peace	20	18		40		
7	DHT/955/20	Stephanie Cecily	15	18		45		
8	DPS/956/20	Mallanie Randy	23	20		55		
9					Class mean score			

Use the spreadsheet above to answer the following questions;

- Calculate the CAT AVERAGE at cell E2. (4 marks)
- Calculate the TOTAL at cell G2. (4 marks)
- Calculate the CLASS MEAN SCORE (4 marks)
- Use the IF function to return the student's GRADE at cell H2. (8 marks)

QUESTION FOUR (20 MARKS)

Prepare a power point presentation that you will display during a drug and substance abuse seminar.

Slide one: Topic and the name of the presenter

Slide two: Types of drugs commonly abused

Slide three: Dangers of drug and substance abuse

Slide four: How to stop the drug abuse

Addition information

- Use design template of your choice
- Apply slide transitions of your choice
- Apply custom animations of your choice

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