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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY  
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR  
FIRST YEAR, SECOND SEMESTER EXAMINATION  
FOR THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
MATHEMATICS, COMPUTERS SCIENCE, AND BUSINESS AND  
INFORMATION TECHNOLOGY**

**KCS 114 – COMPUTER APPLICATIONS LITERACY**

Date: 14<sup>th</sup> December, 2022  
Time: 11:30am – 1:30pm

**INSTRUCTIONS TO CANDIDATES**

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

**QUESTION ONE (30 MARKS)**

*You have **Ten** minutes to read through the instructions and questions before starting the examination.  
Any problem with the computer should be reported to the invigilator immediately.*

*Direct any question(s) to the invigilator only. Conversing with fellow students may lead to disqualification.*

*Write your **admission number** on the answer booklet and your folder.*

*This paper consists of **Three** tasks to be performed fully.*

*Read the instructions of each task carefully.*

*Where requested to print, print to pdf and save your copy.*

*Hand over your zipped folder to the invigilator at the end of the examination.*

**SPECIFIC INSTRUCTIONS**

1. Create a folder with **ADMISSION NUMBER and YOUR NAME** on the desktop to store all the work done on this paper.
2. Ensure that all content is saved in the folder

## QUESTION ONE

- a) Open a word processing program and key in the following text as it appears. Save the document as *Charisma* in your folder to print out later (5 Marks)

### **CHARISMA, INNATE OR MADE**

Charisma is a certain quality of an individual personality by the virtue of which he is set apart from ordinary men and treated as endowed with supernatural, superhuman, or at least specifically exceptional powers or qualities. These are not accessible to the ordinary person, but are regarded as divine origin or as exemplary, and on the basis of them the individual concerned is treated as a leader.

The term charisma has two meanings:

- i) Compelling attractiveness or charm that can inspire devotion in others;
- ii) A divinely conferred power or talent.

**A**s regards to the latter meaning, scholars in political science, psychology, and management use the term “charisma” to describe a particular type of leader having “symbolic leader influence rooted in emotional and ideological foundations”. For some ~~theological~~ usages the term is rendered ~~charisma~~, with a meaning the same as sense 2. Since 1950s, the term has become widely used, with varying meanings, in religion, the social sciences, the media, and throughout Western societies.

- b) Copy the text keyed in (a) and paste it in a new document. Save the document as *Charisma2* in the folder to print out later. (2 Marks)
- c) Apply the following formats in the document named *Charisma2*.
- i. Format the heading font style *Bodoni MT Black* and font size 20; (1 Mark)
  - ii. Spacing between the lines in the document to 1.5. (1 Mark)
- Save the changes to *Charisma2* to print later.

## QUESTION TWO

KWUST is enrolling students for the second academic semester. The management would like to set up a database to ensure the smooth running of the institution. Perform the following tasks.

- a) Open a database program and create a database named *Enrolment*. Save the database in the folder created. (2 Marks)
- b) Create each of the following tables in the database created in a).

StudentsTable

Field Name	Data Type	Size
AdmNo	Number	
Sname	Text	15
Mname	Text	10)
Gender	Text	10

DeparTable

Field Name	Data Type	Size
DepCode	Text	
DepName	Text	25
HOD	Text	25
AdmNo	Number	

CourseTable

Field Name	Data Type	Size
CourseID	Number	
CourseName	Text	30
DepName	Text	25
AdmNo	Number	

- c) Create a relationship between the tables (2 Marks)
- d) Create two data entry forms, one from the table named *StudentsTable* and the other from the two tables named *DeparTable* and *CourseTable*. Save the forms as *StudentData* and *DepartData* respectively. (3 Marks)

- e) Using the forms created enter the following data into their respective tables (2 Marks)
- Students

AdmNo	Sname	Mname	Gender
23455	Gladys	Chris	Female
34430	James	Linz	Male
12334	Morris	Aaron	Male
12239	Rock	Miriam	Female

- f) Create a query to display the department records showing the *AdmNo*, *Sname* and *Gender*. Save the query as *StudQuery* in the folder to print later. (2 Marks)
- g) Create a report to display all students showing their *AdmNo*, *Sname*, *Mname* and *Gender*. Sort the *AdmNo* in ascending order. Save it as *StudReport* in the folder. (2 Marks)
- h) Print each of the following documents to Pdf (4 Marks)
- DeparTable;
  - StudentData;
  - StudeQuery;
  - StudReport;

### QUESTION THREE

Figure 1 shows an extract from a spreadsheet program. Use it to answer the questions that follow.

- a) Open a spreadsheet program and create the following worksheet as it appears. (4 Marks)

	A	B	C	D	E	F
1	IDNo	Salesman Name	Sales	Commission	PAYE	Net Pay
2	P001	Jacinta	150000			
3	P022	Peter	200000			
4	P025	Fadhili	80000			
5	P028	Mercy	120000			
6	P030	Wazz	70000			

- Save the worksheet as *Sales* in the folder (1 Marks)
- Insert three rows above the column headings and key in the following header each line per row.

Maisha Barida Investment Company  
Down Town Branch

Sales for the month of December 2022

- Merge and center the header inserted in C across cells A to F. (1 Marks)

(2 Marks)

b)

- i) Table below shows the percentage commission earned by the salesman with respect to their sales in column C of the above table.

Sales	%Commission
More than 100000	30
50000 – 99999	20
0 - 49999	20

Using cell addresses and a logical function, compute the commission for each salesman.

(2 Marks)

- ii) Given that PAYE in column E is deducted from the commission earned at the rate of 15%, using cell addresses only, compute the PAYE payable by each salesman. (2 Marks)

- iii) Net Pay in column F is given by commission less PAYE. Using cell addresses only, compute the net pay for each salesman. (2 Marks)

- c) Maisha Mapya Company Ltd. management categorizes the salesmen according to Net Pay earned. A salesman who earns a net pay of more than Ksh. 30000 is categorized as a supervisor. a salesman who earns between Ksh. 10000 - 29999 is categorized as an assistant supervisor otherwise one is categorized as an assistant salesman.

- i) In column G1 type in the title Category (1 Marks)

- ii) Using appropriate function insert the corresponding category for each salesman. (3 Marks)

d)

- i) Create an embedded line chart with markers to represent the Net Pay against the salesmen.

(2 Marks)

- ii) Save the worksheet as *Salesmod* in the folder and the chart on the same sheet.

(2 Marks)

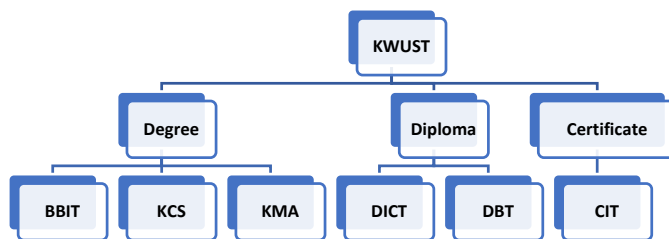
#### **QUESTION FOUR**

- a) Open a presentation program and create a presentation using the details shown in Table 2. Save the presentation as *Graduation* in the folder. (10 Marks)

Slide No	Slide Content															
1																
2	Welcome to our 19 <sup>th</sup> Graduation Ceremony. Today 520 graduates will be awarded Degrees, Diplomas and Certificates in varied areas of specialization.															
3	<div>History of Graduation</div> <table><tr><th>Year</th><th>Degree</th><th>Diploma/Certificates</th></tr><tr><td>2019</td><td>35</td><td>288</td></tr><tr><td>2020</td><td>48</td><td>322</td></tr><tr><td>2021</td><td>56</td><td>389</td></tr><tr><td>2022</td><td>100</td><td>420</td></tr></table> <div></div> <p>We filter the best to the job market.</p>	Year	Degree	Diploma/Certificates	2019	35	288	2020	48	322	2021	56	389	2022	100	420
Year	Degree	Diploma/Certificates														
2019	35	288														
2020	48	322														
2021	56	389														
2022	100	420														
4	We join parents, relatives and friends in sharing the joy brought by this occasion and wish the graduates a prosperous future.															



- b) Insert a new slide between slide 2 and slide 3 and create the following hierarchical structure in the slide. (3 Marks)



- c) Create a customized animation for the slides as follows:
- i) Add a *flying entrance* effect to slide 1
  - ii) Add a *Spin emphasis* effect to slide 2
  - iii) Add *uncover down* transition to slide 2
  - iv) Add *box in* transition to slide 5. (4 Marks)
- d) Create a slide show with a timing of five seconds per slide. (2 Marks)
- e) Save the changes as *GraduationMod* in the folder as handouts of **Three** slide per page. (2 Marks)