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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR
YEAR ONE, SEMESTER ONE EXAMINATION
FOR THE BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT
KLC 2102- FUNDAMENTALS OF COMPUTING

Date: 10th December 2024
Time: 8.30am-11.30am

INSTRUCTIONS TO CANDIDATES:

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

The Director to Inua Jamii, a Community Based Organization maintains records indicating the items and costs of items distributed to different beneficiaries. Use the data to answer the following questions.

J17

	A	B	C	D	E	F	G	H
1		INUA JAMII-CBO						
2		AID: MAIZE					COST PER KG	
3		BENEFICIARY	NO. OF KGs	COST			MAIZE	100
4	1	JANE AKINYI	10				RICE	200
5	2	LILIAN ENGEFU	20					
6	3	CARO ATITO	15					
7	4	CATHERINE KAMAU	20					
8		TOTAL						
9								
10		AID: RICE						
11		BENEFICIARY	NO. OF KGs	COST				
12	1	JOHN LAO	5					
13	2	JOSEPH KARAO	10					
14	3	OSCAR AKOKI	10					
15	4	KATANA KALAMA	20					
16		TOTAL						
17								

- Enter the data above in Microsoft Excel as save the file as, JAMII. (6 marks)
- Using a function, calculate the cost incurred by the CBO to serve each beneficiary with maize. (5 marks)
- With the aid of an appropriate function, compute the cost incurred by the CBO to serve each beneficiary with Rice. (4 marks)
- Compute the average cost of maize and rice distributed using a function (4 marks)

- v. Compute the total cost of maize distributed using a function. (4 marks)
- vi. Calculate the total cost of rice distributed using a formula. (4 marks)
- vii. Add a flow chart that represent all your information (3 marks)

QUESTION TWO (15 MARKS)

Human Resource officers play a very important role in any organization as they handle all employee matters. In order to ensure that employees observe rules and regulations, you have decided to hold a detailed orientation for the new staff in your organization.

Slide one: Topic and your name. (2 marks)

Slide two: Rules and Regulations of the organizations. (2 marks)

Slide three: The DOs and DONTs in the organization (2 marks)

Slide four: Grievance reporting process. (2 marks)

Slide five: Promotions and rewards. (2 marks)

Addition information

- i. Use design template of your choice (1 marks)
 - ii. Apply slide transitions of your choice (1 marks)
 - iii. Use background colours of choice. (1 marks)
 - iii. Apply custom animations of your choice (1 marks)
- Save your presentation save, HRM, in your folder. (1 marks)

QUESTION THREE (20 MARKS)

Kiriri University is organizing its graduation ceremony, and you have been tasked to create an invitation card using Microsoft Publisher. Ensure the card is visually appealing and contains all the necessary information.

1. Open Microsoft Publisher and choose a suitable template for an invitation card. (1 marks)
2. Set the page size to **5 x 7 inches**. (1 marks)
3. Save the file as Graduation Invitation. (1 marks)
4. Include the following text on the card:
 - Event Name:** Kiriri University Graduation Ceremony (1 marks)
 - Date:** [Insert date, e.g. 20th December 2024] (1 marks)
 - Time:** 10:00 AM (1 marks)
 - Venue:** Kiriri University Auditorium (1 marks)
 - RSVP:** admissions@kiririuniversity.ac.ke (1 marks)
5. Add an appropriate **headline** that highlights the event. (1 marks)
6. Include space for the **guest's name** (1 marks)
7. Choose a professional and celebratory **font style and size** for the text. (1 marks)
8. Arrange the text to ensure readability and alignment. (1 marks)

Addition information

9. Creativity will be awarded bonus marks. (2 marks)
10. Ensure your design is professional and suitable for an academic setting (1 marks)

QUESTION FOUR (15 MARKS)

Using Microsoft Word, produce a document as shown below;

ICT HUB

Kenya is the regional ICT hub of East Africa, with the country being a leader in broadband connectivity, general ICT infrastructure, value added services (VAS), mobile money, and mobile banking and FinTech services. The country's ICT sector is set to account for up to 7% of the country's GDP through IT-enabled services. Internet access has continued to spur economic growth

which contributed to the government's development of the **Digital Economy Blueprint**, a framework to improve Kenya's ability to leapfrog economic growth in the region.

In April 2022, the government launched its ten-year **Digital Masterplan 2022-2032**, to align with global technological advancements and enhance the rise of Kenya's digital economy. The digital masterplan identifies four key pillars - digital infrastructure, digital services and data management, digital skills, and driving digital innovation for entrepreneurship. Other key priority areas under the masterplan include development of a legal, policy & regulatory framework, research & development, information security & cyber management and emerging technologies.

Source: <https://www.trade.gov/country-commercial-guides>

Required

- ii. Type the above passage in Microsoft Word and save it as, ICT HUB. (5 marks)
- iii. Insert drop caps at the start of each paragraph. (1 marks)
- vi. Divide the first paragraph into two columns. (1 marks)
- vii. Insert your name and admission number as the document header. (2 marks)
- viii. Insert a customized watermark in the document. (2 marks)
- iv. Change the margins of the document to be narrow. (1 marks)
- iii. Format the title to be of font size 25 and red font colour. (1 marks)
- iv. Design the document to have an artistic page border. (2 marks)

QUESTION FIVE (15 MARKS)

The table below contains information that relates to the staff of Ndovu LTD procurement department staff. Use the data to answer the following questions.

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	A	B	C	D	E	F	G
1	NDOVU LTD PROCUREMENT DEPARTMENT STAFF						
2	STAFF NO.	FIRST NAME	OTHER NAMES	DURATION OF SERVICE	REWARD		
3	P2	NATHANIEL	BABI NGETHE	1			
4	P3	GRACE	FURA BEKI	15			
5	D1	RAEL	LYN NYAMBURA	4			
6	D2	JOY	NAFULA WEPUKHULU	10			
7							

- i. Enter the data in a Microsoft Excel spreadsheet and save the file as, *Ndovu*, in your folder. (4 marks)
- ii. Insert a new column before *Duration of Service* and label it, *Full Name*. (1 marks)
- iii. Format the height of row 1 to 50.00 (1 marks)
- iv. Using a function, automatically write the full name of the staff in *Proper Case* as a combination of the *First Name* and *Other Names*. (3 marks)
- v. Using the IF Function, return as remark in the Reward column based on the Duration of Service criteria; (6 marks)

12 years and above	Computer
10 years and above	Phone
Less than 10 years	Hand Bag