



Kasarani Campus  
Off Thika Road  
Tel. 2042692 / 3  
P.O. Box 49274, 00100  
NAIROBI  
Westlands Campus  
Pamstech House  
Woodvale Grove  
Tel. 4442212  
Fax: 4444175

**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR**  
**FIRST YEAR, SECOND SEMESTER EXAMINATION**  
**FOR THE CERTIFICATE IN BUSINESS MANAGEMENT**  
**CIT 1010 BASIC COMPUTER APPLICATIONS**  
**(PRACTICAL EXAM)**

Date:

Time:

**INSTRUCTIONS TO CANDIDATES**

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

- i) Create a folder on the desktop and **save it as YOUR ADMISSION NUMBER without backlash e.g. Cit00121** as the folder title.
- ii) Save your work in that folder as only work saved in the folder shall be marked.
- iii) Answer question one (compulsory) and any other two questions

**QUESTION ONE (30 MARKS)**

Using Microsoft Word, produce a document as shown below;

**PUT DOWN THE NEGATIVITY**

When I first watched this video, as the professor poured the water into a glass, I expected him to ask the typical “glass half empty or glass half full” question. Instead, the professor asked, “How heavy is this glass of water?” Students shouted out answers ranging from eight ounces to sixteen ounces. He replied, “The absolute weight of this glass doesn’t matter. It all depends on how long I hold it. If I hold it for a minute or two, it’s fairly light. If I hold it for an hour straight, its weight might make my arm ache a little. If I hold it for a day straight, my arm will likely cramp up and feel completely numb and paralyzed, forcing me to drop the glass to the floor. In each case, the weight of the glass doesn’t change, but the longer I hold it, the heavier it feels to me.”

As the class shook their heads in agreement, he continued, “Your stresses and worries in life are very much like this glass of water. Think about them for a while and nothing happens. Think about them a bit longer and you begin to ache a little. **Think about them all day long, and you will feel completely numb and paralyzed — incapable of doing anything else until you drop them.**”

***Moral: It’s important to remember to let go of your stresses and worries. Live life!***

***Source: <https://medium.com/>***

**Required;**

- a) Create a folder on the desktop with your admission number as the folder name. (2 Marks)
- b) Type the above passage in Microsoft Word and save it as, Negativity. (6 Marks)
- c) The title should be center aligned, of Britannic Bold font and font size 25. (6 Marks)

- d) The body of the passage should be of Arial Black, font size 15 and text highlight colour Blue. (6 Marks)
- e) Apply a border around the first paragraph. (3 Marks)
- f) Change the orientation to landscape. (3 Marks)
- g) Insert your name and admission number as the document footer. (4 Marks)

### **QUESTION TWO (20 MARKS)**

Prepare a power point presentation that will be displayed in an Accounting class during a class group work presentation.

- Slide one: Topic and the name of the presenter. (2 Marks)
- Slide two: Accounting Concepts. (2 Marks)
- Slide three: Users of accounting information. (2 Marks)
- Slide four: Final Statements Addition information. (2 Marks)
- i) Use design template of your choice (3 Marks)
- ii) Apply slide transitions of your choice (4 Marks)
- iii) Apply custom animations of your choice (3 Marks)

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

Save your presentation save, Accounting and Finance, in your folder. (2 Marks)

### **QUESTION THREE (20 MARKS)**

Using Microsoft Word, produce a document as shown below;

#### **CULTIVATE A BURNING DESIRE BACKED BY FAITH.**

Once a young man asked the wise man, Socrates, the secret to success. Socrates patiently listened to the man's question and told him to meet him near the river the next morning for the answer. The next morning Socrates asked the young man to walk with him towards the river. As they went in the river the water got up to their neck. But to the young man's surprise, Socrates ducked him into the water.

The young man struggled to get out of the water, but Socrates was strong and kept him there until the boy started turning blue. Socrates pulled the man's head out of the water. The young man gasps and took a deep breath of air. Socrates asked, 'What did you want the most when your head was in the water?' The young man replied, 'Air.' Socrates said, **'That is the secret to success.** When you want success as badly as you wanted the air while you were in the water, then you will get it. There is no other secret.'

***Moral: A burning desire is the starting point of all accomplishment. Just like a small fire cannot give much heat, a weak desire cannot produce great results. Source: <https://medium.com/>***

#### **Required**

- i) Type the above passage in Microsoft Word and save it as, Desire and Faith. (6 Marks)
- ii) Insert drop caps at the start of each paragraph. (2 Marks)
- iii) Divide the first paragraph into three columns. (2 Marks)
- iv) Insert your name and admission number as the document header. (4 Marks)
- v) Insert a customized watermark in the document. (4 Marks)
- vi) Change the margins of the document to be narrow. (4 Marks)
- vii) Format the title to be of font size 25 and blue font colour. (4 Marks)
- viii) Design the document to have an artistic page border. (2 Marks)

**QUESTION FOUR (20 MARKS)**

The following is an extract from the incomplete records of Ndovu Traders.

O14			
	A	B	C
1			
2	<b>NET PROFIT FOR THE YEAR 2022</b>		
3		<b>MONTH</b>	<b>PROFIT</b>
4	1	JANUARY	200000
5	2	FEBRUARY	300000
6	3	MARCH	250000
7	4	APRIL	200000
8	5	MAY	300000
9	6	JUNE	350000
10	7	JULY	400000
11	8	AUGUST	420000
12	9	SEPTEMBER	450000
13	10	OCTOBER	500000
14	11	NOVEMBER	500000
15	12	DECEMBER	600000
16		TOTAL PROFIT	
17			
18		Average profit per month	
19		Highest profit in a month	
20		Lowest profit in a month	
21			

**Required;**

- Enter the data in excel as shown above. (6 Marks)
- Calculate the total profit for the year using a function. (3 Marks)
- Compute the average profit per month using a function. (3 Marks)
- Format the profits in two decimal places. (2 Marks)
- Format the profits to be in currency. (3 Marks)
- Produce a pie chart to show profits per month for the entire year. (3 Marks)

**QUESTION FIVE (20 MARKS)**

The spreadsheet below shows an extract of the petty cash book maintained by Mr. Wafula an intern in Mzalendo Traders.

O18				
	A	B	C	D
1	<b>BIDII PETTY CASH</b>			
2		<b>COST ITEM</b>	<b>AMOUNT</b>	<b>STAFF</b>
3	1	MILK	100	MARY
4	2	PENS	50	KEN
5	3	TRAVELLING	200	PETER
6	4	BOOKS	300	KEN
7	5	MILK	100	MARY
8	6	BOOKS	200	KEN
9	7	MILK	150	MARY
10			TOTAL	
11				
12		Number of times milk was bought		
13		Number of times pens were bought		
14		Number of times books were bought		
15				
16		Number of times Mary received money		
17		Number of times Ken received money		
18		Number of times Peter received money		
19				
20		Amount spent on Milk		
21		Amount spent on Pens		
22		Amount spent on Books		
23				

**Required:**

- Enter the data above in Microsoft Excel and save the file as, Mzalendo. (6 Marks)
- Find the total amount of money spent for all the items. (2 Marks)
- Calculate the number of times milk was bought. (2 Marks)
- Compute the number of times pens were bought. (2 Marks)
- Find the number of times books were bought. (2 Marks)
- Calculate the number of times Mary received cash. (2 Marks)
- Calculate the number of times Ken received cash. (2 Marks)
- Calculate the number of times Peter received cash. (2 Marks)