KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY
CIT 1008 COMPUTER APPLICATION II
(PRACTICAL EXAM- special)

Date: 24th September 2024

Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

i) Create a folder on the desktop and ***save it as* YOUR NAME AND 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)

a) Prepare the table below; (10 Marks)

Settings of the program		Complexity	Small	Average	Hard	Small	Average	Hard	Small	Average	Hard	Small	Average	Hard	Small	Average	Hard	Small	Average	Hard
			Small high school (50 pupils)						Medium high school (150 pupils)						Large high school (350 pupils)					
	Restrictions		Soft	Soft	Soft	Strict	Strict	Strict	Soft	Soft	Soft	Strict	Strict	Strict	Soft	Soft	Soft	Strict	Strict	Strict
Calculations	Viewed options		142800	183265	1652362	1375124	5026351	70054852	975236	4523625	---	332245895	---	---	---	---	---	---	---	---
	Left subjects		31	25	29	32	27	33	52	45	---	52	---	---	---	---	---	---	---	---
	Time		00:08:40	00:13:02	02:10:07	00:41:32	05:53:13	71:23:51	---	---	---	---	---	---	---	---	---	---	---	---

b)

	A	B	C	D	E	F	G	H	I
1				BATA SHOE COMPANY					
2			STAFF PAYROLL FOR THE MONTH OF JUNE 2013						
3	STAFF MEMBER	BASIC PAY	HSE ALL	TRANSPORT ALL	BONUS	GROSS PAY	NHIF	NSSF	NET PAY
4	Patrick Mutiso	18,000							
5	Julia Wambui	15,000							
6	Ahmed Salim	15,000							
7	Farida Jamal	14,000							
8	Julia Musa	9,000							
9	Gideo Kamande	8,000							
10	Jacky Atieno	8,000							
11	Beatrice Ochuka	9,000							
12	Jacky Lunghaho	8,000							
13	Julia Patricks	7,000							
14									

Further instructions:

i)   House allowance = 15% of Basic pay   **(1 Mark)**

ii)   Transport Allowance = Basic pay + 2,500   **(1 Mark)**

iii) Bonus is awarded at the rate of Ksh. 3,000 to those earning Ksh. 10,000 andabove
      and 1,500 to those   earning less than Ksh. 10,000.   **(4 Marks)**

iv)   Gross pay = Basic Pay + Hse All + Transport All+Bonus   **(3 Marks)**

v)   NHIF is deducted at the rate of 120 to all the employees   **(2 Marks)**

vi)   NSSF is deducted at the rate of 200 from each employee   **(2 Marks)**

vii) Net Pay = Gross pay – NHIF – NSSF   **(4 Marks)**

viii) Calculate the Total for each column in row 14   **(2 Marks)**

ix)   Format the figures to currency (Ksh).   **(1 Mark)**

QUESTION TWO (15 MARKS)

a)   Using your Ms Word knowledge, produce the document below and save it as *directory* in your

floppy diskette.

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GENERAL

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KenyaEntries in the

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Required;

i)   Type the paragraph above using appropriate punctuation Marks   (8 Marks)
ii)   Font type: Arial Black   (2 Marks)

iii) Set the page to A4 size, with the following margin specifications:
     -Top: 0.63" - Bottom: 0.6"   - Left: 0.5"   - Right: 0.51"   (2 Marks)
iv) Set the line spacing of the document to 1.5.   (1 Mark)
v)   Insert a header bearing your name and admission number and footer to be the page number
                                                                            (2 Marks)

QUESTION THREE (15 MARKS)

Create the worksheet below and answer the questions that follow:

	A	B	C	D	E	F	G
1	**INCOME**						
		JULY	AUG	SEP	OCT	NOV	DEC
2	SALES	110000	990000	950000	880000	890000	910000
3	AFTER-SALE SERVICES						
4	**TOTAL INCOME**						
6							
7	**EXPENDITURE**						
8	RENT						
9	SALARIES						
10	RAW MATERIALS						
11	WATER & ELECTRICITY						
12	MISCELLANEOUS						
13	**TOTAL EXPENDITURE**						
14							
15	**GROSS PROFIT/LOSS**						
16							
17	TAX						
18	**NET PROFIT/LOSS**						

Enter the table above in a worksheet and compute where necessary using the following additional Information:

i)	After-Sale services is 60% of the total Sales	(1 Mark)
ii)	Rent is 11% of Sales	(1 Mark)
iii)	Salaries is 12% of Sales	(1 Mark)
iv)	Raw Materials is 20% of Sales	(1 Mark)
v)	Water and Electricity is 10% of Sales	(2 Marks)
vi)	Miscellaneous is 4% if Sales	(1 Mark)
vii)	TAX is 6% of the Gross Profit/Loss	(3 Marks)
viii)	Using a Pie chart, compare the monthly **Net Profit/Loss**	(2 Marks)
ix)	Using a Column Chart, Compare the monthly **Total Expenditure**	(3 Marks)

QUESTION FOUR (15 MARKS)

A chart/graph is a graphical representation of the numeric data in a worksheet. Each cell (or piece of data) represented in the chart is called a data point. Data points arerepresented on the chart by bars, columns, lines, or some other graphical device. A groupof related data points is called a data series. Type the following students score sheet and perform the task that follow;

NAME	FinancialAccounting	Law	Entrepreneurship	AVERAGE
Jared Odhiambo	84	85	84	
Joyce Kemunto	96	45	85	
Peter Oyudi	85	85	45	
Jannet Syombua	45	45	85	
Joel Kimakia	85	58	45	
Charles Kones	75	56	85	
Joyce Nyaguthii	95	96	45	
Paul Kimani	65	85	69	

i)   Type the above excel document exactly as it is using appropriate formatting styles.   (3 Marks)
ii)   Create a 3D column chart showing performance in Financial Accounting.   (3 Marks)
iii)   Create a line chart comparing the performance in Law and Entrepreneurship.   (3 Marks)
iv)   Using the appropriate function find the average scores.   (3 Marks)
v)   Create a Pie chart showing the average scores.   (3 Marks)

QUESTION FIVE (15 MARKS)
Create a 7-slide show presentation for your school, with the following items:
NOTE:
Your slides should:

a)   Use appropriate animation schemes to view your presentation.   (1 Mark)
b)   Use appropriate transition for your show.   (1 Mark)
c)   Apply clip and word Art   (1 Mark)
d)   Apply appropriate Design templates and background colour   (1 Mark)
e)   Have a header as your name and Admission number.   (1 Mark)
f)   A title slide with the name of your school.   (1 Mark)
g)   A text slide with the departments in the School.   (1 Mark)
h)   A text slide with the Subjects taught in your School.   (1 Mark)
i)   A two column slide with the names of teachers in your school   (2 Marks)

j)   A text slide with Co-curricular activities in the school.   (1 Mark)
k)   A tabular slide with ten (10) imaginary senior four candidates with their imaginary
         Marks in the End of Term I Computer Studies Test.   (2 Marks)
l)   A Line graph for analyzing performance of the ten Candidates in (f) above.   (2 Marks)
m)   Save your work as your name and Admission number.