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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR THE DEGREE OF BACHELOR OF SCIENCE
(BUSINESS ADMINISTRATION)

Date: 26th July, 2022
Time: 2.30pm –4.30pm

KCS 114 - COMPUTER APPLICATION LITERACY

INSTRUCTIONS TO CANDIDATES

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

TASK 1.

a) Open a word processing program and create the following document as it appears. *Save* the document as *Mushroom* in your folder (12 marks)

MUSHROOM FARMING

One of the discussions when it comes to mushroom farming is the argument whether mushrooms are vegetables of fruits. Scientifically speaking, mushrooms are neither considered to be vegetable or fruit. They are actually a fungus type. Mushrooms have important nutritional elements like folate, vitamin C, Iron, Zinc and Manganese.

Types of Mushrooms

Mushrooms are categorized as follows for easier groupings:

1. Cultivated mushrooms
2. Wild mushrooms

Cultivated Mushrooms

They are those that are cultivated indoors under controlled conditions and sold in markets, shops or grocery.

The following are some types of cultivated mushrooms that one may need to know when investing in this sector.

Types of cultivated mushrooms

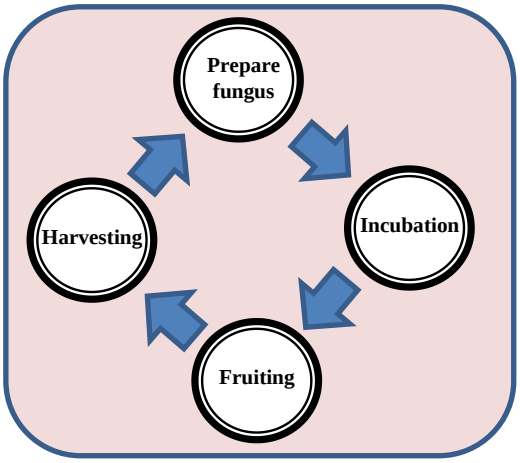
- White button mushroom
- Black trumpets
- Button

Wild mushroom

These are mushrooms that grows under uncontrolled conditions

Mushrooms are **a rich, low calorie source of fiber, protein, and antioxidants**. They may also mitigate the risk of developing serious health conditions, such as Alzheimer's, heart disease, cancer, and diabetes.

Planting Process For Cultivated Mushrooms



b) Kiriri University intends to use mail merge feature to create letters inviting their stakeholders for a Thanks giving Day.

i) Open a new blank word processing document and create a data source named *thanksgivingday.* Enter the information as it appears. Save the document in your folder. (3 marks)

Title	Name	Organization	Telephone	Town
Mr	Ken	Tunakuja Enterprise	0723446	Msa
Mrs	Charity	Hatuko manufacturers	0200785	Eldoret
Ms	Jane	Ministry of Gender	0205678	Nrb
Mr	Anthony	Afadhali Distributors	07212267	Ksm

Figure 1

ii) Open a new blank word processing document and create the following invitation letter as it appears. *Save* the document as *Invite* in your folder. (1 mark)

KIRIRI UNIVERSITY
KASARANI CAMPUS

TO <<Title>><<Name>>
<<Telephone>>
<<Organization>>
<<Town>>

Dear <<Name>>

SUBJECT: INVITATION FOR A THANKS GIVING DAY

It is with great pleasure that I invite you <<Tittle>> <<Name>> to our first **Thanks Giving Day** that will be held on **Friday** the **23rd April 2020**. Guests are expected to be seated by **9:30 am** at the graduation square.

Your presence will be highly appreciated,

Yours faithfully,
(Your Name),
Ag. Administration Rep.

c) i) Merge the *data source* in (i) to the *invite* document (2 marks)
ii) Save the merged document as *letters* in your folder. (2 marks)

d) Print out later each of the following in pdf.
i) Mushroom
ii) Letters (1 mark)

TASK 2

Figure 2 is a spreadsheet extract showing the number of cholera cases reported at Mwihoko one Hospital for a period of one week.

	A	B	D	F	G
1	**Number Reported**				
2		**Morning**	**Afternoon**	**Total**	
3	**Day**	**Cases**	**Cases**	**Cases**	**Percent**
4	Sunday	188	450		
5	Monday	142	211		
6	Tuesday	345	64		
7	Wednesday	282	96		
8	Thursday	378	98		
9	Friday	602	159		
10	Sartuday	594	524		
11					
12	**Weekly Total**				
13	Over 200 cases				

Figure 2

a)

i. Open a spreadsheet program and key in the data in sheet1 as it appears in figure 2. Save the workbook as *Diseases* in your folder. (5 marks)

ii. Format the column headings in Row 3 to an angle 45^0. (2 marks)

b) Using a function and a cell references only compute each of the following

i. Total cases for morning and afternoon for each day (2 marks)

ii. Weekly total for both morning and afternoon for the week (2 marks)

iii. Cases in percentage for each day using percentage format (4 marks)

iv. Format the percentage figures to 2 decimal places showing the % sign (2 marks)

c) Use a function for each case to compute:

i. Number of days that reported more than 200 cases in the morning in cell B13 (2 marks)

ii. Total cases for the days with more than 500 reported cases in cell D13 (2 marks)

d)

i. Insert a bar chart that compares *Morning cases* and *Afternoon cases* for the days of the week in a new sheet. Type the chart title as *Reported Cases.* (4 marks)

ii. Rename the sheet as *Chart Sheet.* (2 marks)

e) Save the changes to print out later each of the following in pdf.

i. Sheet 1

ii. Chart Sheet (1 marks)

TASK 3

A lecturer intends to use a presentation program to teach his lesson. You have been tasked to prepare the slides as shown below in figure 3.

Slide No.	**Content**
1	 **BY: PROFESSOR CK**
2	**Introduction** ❖ The Null Hypothesis ❖ Type I and Type II Error ❖ Using Statistics to test the Null Hypothesis ❖ The Logic of Data Analysis
3	❖ Research question: ➢ Non-directional: ○ No stated expectation about outcome ➢ Example: ○ Do boys and girls differ in terms of conversational memory?

<table>
<tr><td></td><td>

Hypothesis:

Statement of expected relationship

Directionality of relationship

Example:

Girls will have greater conversational memory than boys

</td></tr>
<tr><td>4</td><td>Steps in Hypothesis Testing

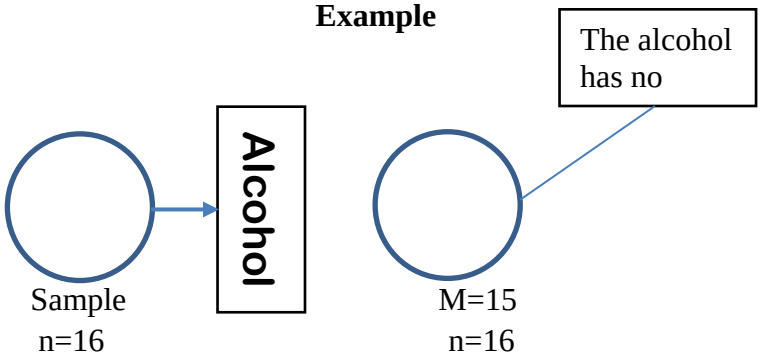
a) State the hypotheses and select an α level.
b) Locate the critical region.
c) Compute the test statistic.
d) Interpret the results.</td></tr>
<tr><td>5</td><td>Potential Outcomes of Testing
<table>
<tr><td colspan="2">DECISION</td></tr>
<tr><td>Accept Null</td><td>Reject Null</td></tr>
<tr><td>Correct Decision</td><td>Type I Error</td></tr>
<tr><td>Type II error</td><td>Correct Decision</td></tr>
</table>
.</td></tr>
<tr><td>6</td><td>Example
 
</td></tr>
<tr><td>7</td><td>The End</td></tr>
</table>

Figure 3

a) Open a presentation program and create the slides as they appear in figure 3 using appropriate slide layouts. Save the presentation as *Hypotest* in your Folder. (13 marks)
b) Insert the following as footer to all the slides:
   i. the text "Hypothesis Testing" to the left;
   ii. the current Date to the right. (4 marks)
c) apply the following to all slides:
   i. transition effect of your choice;
   ii. transition speed: *slow;*
   iii. slide design of your choice (3 marks)
d) Save the changes to print out later *hypotest* as a pdf with three slides per page (1 marks)