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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR**  
**FIRST YEAR, FIRST SEMESTER EXAMINATION**  
**FOR THE DEGREE OF BACHELOR OF SCIENCE**  
**(BUSINESS ADMINISTRATION)**

Date: 6<sup>th</sup> December, 2024  
Time: 8.30am – 10.30am

**KLC 2102 - FUNDAMENTALS OF COMPUTING**

**INSTRUCTIONS TO CANDIDATES**

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1. Attempt question one and any other two questions.
  2. Save your files in your folder as required since only work in the folder shall be marked.
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**QUESTION ONE (30 MARKS)**

Using Microsoft Word, produce a document as shown below;

**IMPORTANCE OF EDUCATION**

Education is a powerful tool that shapes individuals and societies by fostering critical thinking, creativity, and knowledge. It equips people with essential skills to succeed in personal and professional life, building a foundation for a stable and prosperous society. Through education, individuals gain the ability to communicate effectively, solve complex problems, and adapt to an ever-changing world. This, in turn, strengthens communities, reduces poverty, and promotes equality, as educated citizens are more likely to contribute positively to their communities.

Beyond individual benefits, education also drives economic growth and innovation. A well-educated workforce can adapt to advancements in technology and industry, fostering national development and global competitiveness. Additionally, education promotes social cohesion, tolerance, and mutual understanding, helping to bridge cultural divides. By providing people with the tools to make informed decisions, education contributes to healthier, more inclusive societies, making it a cornerstone of human progress.

**Required;**

- i) Create a folder on the desktop with your admission number as the folder name. (2 marks)
- ii) Prepare the document above in Microsoft Word and save it as, EDUCATION. (6 marks)
- iii) Copy paste the document three times such that the document has four pages. (4 marks)
- vi) Insert page numbers of your choice at the top margin. (4 marks)
- v) Insert your name to appear as the document footer. (2 marks)
- vi) Apply drop cap in each paragraph. (4 marks)
- vii) Apply a page border of your choice. (4 marks)
- viii) Insert a water mark that reads, your full names in uppercase. (4 marks)

## **QUESTION TWO (15 MARKS)**

You have just been employed in a Commercial Bank in Kenya having graduated from Kiriri Women's University of Science and Technology. The management is eagerly waiting to hear the creative ideas you intend to bring on board to improve the performance of the bank. You have decided to make your presentation using Microsoft PowerPoint.

- Slide one: Topic and your name. (2 marks)
- Slide two: Your remarks for having got a chance to work for the bank. (2 marks)
- Slide three: Areas of improvement in operations of the bank. (2 marks)
- Slide four: Creative ideas of how to improve performance (4 marks)

### **Addition information**

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

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

Using Microsoft Word, produce a document as shown below;

### **EARLY PREGNANCY**

Early pregnancy can profoundly impact young mothers, their families, and communities, disrupting educational and career aspirations as young mothers often leave school to raise their child, limiting their future employment opportunities and financial independence, which may lead to economic challenges and dependency on family support or social assistance. Lacking adequate education and career skills can trap young mothers in a cycle of poverty that may extend across generations. Additionally, early pregnancy poses health risks, with young mothers facing higher chances of complications like preeclampsia, anemia, and premature delivery, while their babies are at risk of low birth weight and developmental challenges. The psychological toll can be considerable, as young mothers often experience increased stress, social stigma, and isolation, which can lead to mental health issues such as depression and anxiety. These combined challenges underscore the need for comprehensive sexual education and supportive resources to prevent early pregnancies and aid young parents in managing the obstacles they face.

- i) Prepare the document above in Microsoft Word and save it as, PREGNANCY. (5 marks)
- ii) Divide the first paragraph into two columns with a line between. (3 marks)
- iii) Change the page color to yellow (2 mark)
- iv) Apply justified alignment to the entire document. (1 mark)
- v) Apply green font color on the entire document. (2 marks)
- vi) Change the line and paragraph spacing to 2.0 (2 marks)

#### **QUESTION FOUR (15 MARKS)**

The table below contains details of lodges found in a certain region. Use the data to answer the following questions.

	A	B	C	D	E	F
1	LODGES IN SIKHENDU					
2		LODGE	POPULAR EVENT	AVERAGE NO. OF CLIENTS PER DAY	REVENUE	REMARK
3	1	MZALENDO	SWIMMING	20	20,000	
4	2	RAIYA	HORSE RIDING	10	20,000	
5	3	MKENYA DAIMA	NATURE TRAIL	20	10,000	
6	4	MFARISAYO	SWIMMING	10	10,000	
7	5	MWAFRIKA	SWIMMING	8	8,000	
8						

- i) Enter the data in Microsoft Excel and save the file as Lodges. (4 marks)
- ii) Compute the total number of clients served in all the lodges using a formula. (2 marks)
- iii) Calculate the total revenue collected by all the lodges using a function. 2 marks)
- iv) Format the revenue into two decimal places. (2 marks)
- v) Using the IF function, return the appropriate remark given the criteria below based on average number of clients served per day by a lodge;  
15 and above Established  
10 and above Market entry  
Less than 10 Little known (4 marks)
- vi) Insert your name as the spreadsheet header. (1 mark)