KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR THE DIPLOMA IN COMMUNITY DEVELOPMENT AND SOCIAL WORK
<u>DIT 1013 – INTRODUCTION TO COMPUTER APPLICATIONS</u>

Date: 17TH APRIL, 2023
Time: 11:30AM- 1:30PM

<u>INSTRUCTIONS TO CANDIDATES</u>
1. Attempt all questions.
2. Save your file in your folder as required since only work in the folder shall be marked.

<u>QUESTION ONE</u>
Using Microsoft Word, produce a document as shown below;

3D PRINTING

A key trend in innovation and technology is 3D printing which is used to formulate prototypes. This technology has been impactful in the biomedical and industrial sectors. None of us thought of printing a real object from a printer, while right now, it's a reality. So, 3D printing is another innovation that's here to stay. For companies in the data and healthcare sector that require a lot of 3D printing for their products, various jobs pay well and are international. All you need is a sound knowledge of AI, Machine Learning, Modeling, and 3D printing. Let's check out the best jobs in this specialization:

- CX Program Manager
- 3D Printer Engineer
- Emulation Prototyping Engineer
- Robotics Trainer
- AI Engineer
- Operations Manager
- Organ & Prosthetic Designer

Source: https://www.simplilearn.com/

Required

i)	Create a folder on the desktop with your admission number as the folder name.	(2 Marks)
ii)	Type the above passage in Microsoft Word and save it as, 3D PRINTING.	(6 Marks)
iii)	The title should be center aligned, of Algerian font and font size 26.	(6 Marks)
iv)	The body of the passage should be of Times New Roman font, font size 14 and font colour green.	(6 Marks)
v)	Apply justify alignment to the body of the passage.	(3 Marks)
vi)	Apply line spacing of 2.5, to the body of the passage.	(3 Marks)
vii)	Insert your name and admission number as the document header.	(4 Marks)

QUESTION TWO

Using Microsoft Excel, perform the operations required below;

	A	B	C	D
1		**RUIRU TRADERS**		
2		LEAVE APPLICATION		
3	**MONTH**	**DEPARTMENT**	**PRODUCT**	**NO. OF ITEMS**
4	JANUARY	ACCOUNTING	SPRING FILE	5
5		HUMAN RESOURCE	BOX FILE	5
6		MARKETING	STAPLER	2
7	FEBRUARY	ACCOUNTING	SPRING FILE	2
8		HUMAN RESOURCE	SPRING FILE	1
9		MARKETING	BOX FILE	1
10	MARCH	ACCOUNTING	BOX FILE	1
11		HUMAN RESOURCE	STAPLER	4
12		MARKETING	STAPLER	2
13	APRIL	ACCOUNTING	STAPLER	4
14		HUMAN RESOURCE	SPRING FILE	1
15		MARKETING	SPRING FILE	2
16				
17		Times Spring File was taken		
18		Times Box File was taken		
19		Times Stapler was taken		
20				
21		Total number of items Accounting department took		
22		Total number of itemsHuman Resource department took		
23		Total number of items Marketing department took		
24				

Required;

i. Enter the data in Microsoft Excel as shown above and save your work as DDS.   (6 Marks)
ii. Calculate the number of times spring file, box file and staplers were taken.   (3 Marks)
iii. Calculate the total number of items taken by each department.   (3 Marks)
iv. Rename the worksheet as procurement   (2 Marks)
v. Produce a bar graph to show the total number of items taken per department.   (4 Marks)
vi. Rename the worksheet as TRADERS   (2 Marks)

QUESTION THREE

Prepare a power point presentation that you will display during a Community Development training.
Slide one: Topic and the name of the presenter   (2 Marks)
Slide two: Meaning of Community Development   (2 Marks)
Slide three: Activities in Community Development   (2 Marks)
Slide four: Opportunities for Community Development graduates.   (2 Marks)
Addition information
  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, Community Development in your folder.   (2 Marks)