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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR DIPLOMA IN COMMUNITY DEVELOPMENT AND SOCIAL WORK

UNIT CODE : DIT 1013
UNIT TITLE : INTRODUCTION TO COMPUTER APPLICATIONS

INSTRUCTIONS

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.
2. Time allowed; 2 hours.

QUESTION ONE

Using Microsoft Word, produce a document as shown below;

SUB-SAHARAN AFRICA

Sub-Saharan Africa (SSA) is an extremely diverse region, composed of low, lower-middle, upper-middle, and high-income countries – 22 of which are fragile or conflict-affected – and 13 small states characterized by a small population, limited human capital, and a confined land area. Boasting rich natural resources and the world's largest free trade area and a 1.2-billion-person market, the continent has the potential to forge a new development path, harnessing the potential of its resources and people. Harnessing the potential of natural resources provides an opportunity to improve the fiscal and debt sustainability of African countries. Natural resources (oil, gas, and minerals) offer a huge economic opportunity for SSA economies during the low-carbon transition.

Africa can also pave the way to inclusive growth by investing in its human potential. Over the next three decades, the region will experience the fastest increase in the working age population of all regions, with a projected net increase of 740 million people by 2050. Up to 12 million youth will enter the labor market across the region every year in the coming decades, yet only about 3 million new formal wage jobs are currently created each year. As the economies in the region recover at a faster pace in the years to come, policy should be geared toward sharing the growth benefits more equally across the population by investing in human capital, fostering economic diversification, and fostering jobs-friendly economic growth.

Source: <https://www.worldbank.org/en/region/afr/overview>

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, Sub-Sahara. (6 marks)
- iii. Copy paste the passage to appear five times in the document. (4 marks)
- iv. Insert roman page numbers at the top margin of the document. (4 marks)
- iv. Insert a drop cap at the start of the passage. (3 marks)
- v. Divide the main passage (excluding the source) into three columns with a line in between columns. (3 marks)
- vi. Change the margins of the document to *narrow*. (3 marks)
- vii. Insert your name and admission number as the document footer. (3 marks)
- vii. Format the font of the entire document to be, Times New Roman (2 marks)

QUESTION TWO

Prepare a power point presentation that you will display in a Community Development Seminar.

Slide one: Topic and the name of the presenter (2 mark)

Slide two: Commercial Banks. (2 mark)

Slide three: Popular Community Development Activities in Kenya. (2 mark)

Slide four: Challenges faced by Social Workers. (2 mark)

Addition information

- i. Use design template of your choice (2 marks)
- ii. Apply slide transitions of your choice (2 marks)
- iii. Apply custom animations of your choice (2 marks)

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

Save your presentation save, *Community Development*, in your folder. (1 marks)

QUESTION THREE

Using Microsoft Word, produce a document as shown below;

The Role of Social Workers and Their Impact on Society

Social workers bring focused expertise that can make them particularly valuable in certain contexts or situations. For those considering a degree in social work, it's critical to explore these different roles and how they uniquely impact communities and their residents.

The Job of a Social Worker

Social workers serve individuals, groups, and communities by helping people address the problems they face in their everyday lives. Clinical social workers who have earned a Master of Social Work (MSW) degree and the appropriate state licensure can diagnose and treat mental illnesses, behavioral issues, and emotional problems.

The fundamental duties of social workers typically include the following:

- Identifying communities in need of support
- Assessing the needs, circumstances, and support systems of clients
- Working with clients to determine achievable, actionable goals and plans to meet them

- Intervening in crisis situations involving abuse, mental health emergencies, or trauma
- Maintaining clients' records, case files, and paperwork
- Connecting clients to resources, such as health care and food assistance
- Developing and strengthening programs and services that benefit clients
- Providing psychotherapy services, if a licensed clinical social worker (LCSW)

Source: <https://onlinedegrees.keuka.edu/>

Required

- ii. Type the above passage in Microsoft Word and save it as, Impact. (5 marks)
- iii. Insert drop caps at the start of each paragraph. (1 marks)
- vi. Divide the first paragraph into three columns. (1 marks)
- vii. Insert your name and admission number as the document header. (2 marks)
- viii. Insert a customized watermark in the document. (2 marks)
- iv. Change the margins of the document to be narrow. (2 marks)
- iv. Design the document to have an artistic page border. (2 marks)

QUESTION FOUR

The data below shows the data maintained by Boresha Jamii's Table Banking Wing. Use the data to answer the questions below.

	A	B	C	D	E	F	G	H	I	J
1	MEMBER DEPOSITS FOR 2023									
2	SN NO	NAME	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	TOTAL DEPOSITS PER MEMBER
3	1	ELLY MUSONGA	200	200	200	200	200	200	200	
4	2	JOSHUA MUGUIRA	300	300	300	300	300	300	300	
5	3	BETH WANGEAHI	400	400	400	400	400	400	400	
6		MONTHLY TOTAL								
7		AVERAGE								
8										
9										
10		HIGHEST DEPOSIT IN JAN								
11		LOWEST DEPOSIT IN JAN								
12										

Required;

- i. Enter the data in Microsoft Excel and save the file as, *Boresha*, in your folder. (5 marks)
- ii. Calculate the current total deposits per member. (2 marks)
- iii. Format all the amounts deposited into two decimal places. (2 marks)
- iv. Compute the monthly total and monthly average deposited. (2 marks)
- v. Calculate the highest and lowest deposit in JAN. (2 marks)
- vi. Using a figure, show the total amounts deposited by each member. (2 marks)

QUESTION FIVE

The table below shows a summary for leave days taken by employees in Wazito Traders. Use the information to answer the questions below.

	A	B	C	D	E
1	WAZITO TRADERS				
2	STAFF NO	NAME	DEPARTMENT	LEAVE TAKEN	NUMBER OF DAYS
3	1	Abdi	Sales and Marketing	Sick	2
4	2	Boru	Accounting	Compassionate	4
5	3	Sofia	Finance	Compassionate	3
6	4	Rukia	Accounting	Sick	1
7	5	Hafsa	Finance	sick	6
8					
9		Total number of days employees were out on leave			
10		Average number of days that employees were on leave			
11		The highest number of days an employee was on leave			
12		The lowest number of days an employee was on leave			
13					

Required;

- Enter the above data in Microsoft Excel and save the file as, Wazito in your folder. (5 marks)
- Calculate the total number of days that employees were on leave. (2 marks)
- Compute the average number of days that employees were on leave. (2 marks)
- Find the lowest number of leave days taken. (2 marks)
 - Produce a bar graph that plots the number of days that each employee was on leave. (2 marks)
- Align all the data entered above to the centre of the cells. (2 marks)

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