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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR THE BACHELOR OF BUSINESS INFORMATION TECHNOLOGY
KCS 114 – COMPUTER APPLICATIONS LITERACY

Date: 08TH AUGUST 2023
Time: 11:30AM – 1:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER ALL QUESTIONS

*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.

*This paper consists of **Four Questions** 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 folder to the invigilator at the end of the examination.

SPECIFIC INSTRUCTIONS

1. Create a folder with **ADMISSION NUMBER and YOUR NAME** on the desktop to store all the work done on this paper.
2. Ensure that all content is saved in the folder created.

QUESTION ONE

- a) Open a spreadsheet program and key in the following data as it appears. Save the workbook as *mydresses* in your folder. (5 Marks)

UNIQUE DRESS DEALERS							
Item Description	Dress size	Unit price	Quantity	Quantity sold	Amount Sold	Quantity in stock	Remark
Sleeveless	13	1500	20	13			
Full	14	1700	25	18			
Sleeveless	16	1500	50	17			
Straight	10	1800	14	9			
Straight	11	1800	18	13			
Sleeveless	8	1500	11	11			
Full	6	1700	15	10			
Full	9	1700	10	4			
Circular	16	2000	12	2			
Straight	18	1800	15	6			
Circular	7	2000	16	9			
Circular	6	2000	25	20			

- b) Using cell references only, determine the:
- Amount Sold for sleeveless dress size 13 (2 Marks)
 - Quantity in stock for sleeveless dress size 13 (2 Marks)
- c) Using cell references determine the remarks for the items based on the conditions in the table below. (4 Marks)

Quantity in stock	Remark
0 – 4	Reorder
5 – 9	Ok
Otherwise	Overstocked

- d) Using a subtotal feature, determine the amount sold for each item description (2 Marks)
- e) Created an embedded *3-D clustered column chart* showing the item description and the quantity in stock for each dress with the following properties:
- Chart title: Number in stock;
 - Legend: show at the bottom. (4 Marks)
- f) Save the changes.

QUESTION TWO

- a) Open a presentation program and create the slides as shown in the table below applying the appropriate slide layout. Save the presentation as *stress in your folder*. (10 Marks)

Slide No.	Slide Content								
1	<u>STRESS MANAGEMENT</u> By <i>Emelda Toms</i>								
2	STRESS MANAGEMENT It refers to the wide spectrum of techniques and psychotherapies aimed at controlling a person's levels of stress, especially chronic stress. This is for the purpose of improving everyday functioning of the body.								
3	<i>SOURCES OF STRESS IN LIFE</i> ❖ Jobs, ❖ Home management, ❖ Losing a loved one, ❖ Feelings and behaviors.								
4	<i>COPING WITH STRESS</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Unhealthy ways</td> <td style="width: 50%; vertical-align: top;">Healthy ways</td> </tr> <tr> <td>. Smoking</td> <td>. Exercise</td> </tr> <tr> <td>. Drinking too much</td> <td>. Engage socially</td> </tr> <tr> <td>. Sleeping too much</td> <td>. Avoid unnecessary stress</td> </tr> </table>	Unhealthy ways	Healthy ways	. Smoking	. Exercise	. Drinking too much	. Engage socially	. Sleeping too much	. Avoid unnecessary stress
Unhealthy ways	Healthy ways								
. Smoking	. Exercise								
. Drinking too much	. Engage socially								
. Sleeping too much	. Avoid unnecessary stress								
5	STATISTICS ON STRESS								
6	CHART COMPARING STRESS LEVELS IN THREE REGIONS								
7	CONCLUSION LET US ALL WORKHARD TOWARDS ELIMINATING STRESS IN A HEALTHY WAY								

- b) Insert the table below in slide 5 (2 Marks)

STATISTICS OF PEOPLE AFFECTED BY STRESS		
REGION	% OF ADULTS	% OF YOUTH
Northern	12	36
Southern	40	27
Eastern	35	40

- c) Use the data in the table created in slide 5 to insert a bar chart in slide 6 (2 Marks)
- d) Insert slide numbers to all the slides. (2 Marks)
- e) Add a slide animation wheel to the text in slide 2. (1 Marks)

QUESTION THREE

- a) Open a word processing program and set up the page as follows:
- Paper size: A4
 - Margins: top and bottom 25.4mm, left and right 19.0mm. (2 Marks)
- b) Create the following document as it appears in the word processing in (a). Save it as *Relaxation* in your folder. (12 Marks)

RELAXATION TECHNIQUES

Relaxation techniques are a great way to help with stress management. Relaxation isn't just about peace of mind or enjoying a hobby. Relaxation is a process that decreases the effects of stress on your mind and body.

Whether your stress is spiraling out of control or you've already got it tamed, you can benefit from learning relaxation techniques. Learning basic relaxation techniques is easy.

Relaxations techniques also are often free or low cost, pose little risk, and can be done just about anywhere. Explore these simple



relaxation techniques and get started on de-stressing our life and improving your health.

The Benefits of Relaxation Techniques

When faced with numerous responsibilities and tasks or the demands of an illness, relaxation techniques may take a back seat in your life. This means that you might miss out on the health benefit of relaxation.

Practicing relaxation techniques can reduce stress symptoms by:

- ❖ Slowing your heart rate
- ❖ Lowering blood pressure
- ❖ Slowing your breathing rate
- ❖ Reducing activity of stress hormones
- ❖ Increasing blood flow to major muscles

Types of Relaxation Techniques

There are several main types of relaxation techniques, including:

(i) Autogenic relaxation

Autogenic means something that comes from within you. Use both visual imagery and body awareness to reduce stress.

(ii) Progressive muscle relaxation

Focus on slowly tensing and then relaxing each muscle group. This helps you focus on the difference between muscle tension and relaxation.

(iii) Visualization

Form mental images to take a visual journey to a peaceful, calming place or situation. During visualization, try as many senses as you can, including smell, sight, sound and touch.

Relaxation schedule is very to the body. The following table shows a simple schedule for a week.

TABLE SHOWING RELAXATION SCHEDULE

DAY	EVENT	TIME	Relaxing is very important
Monday	Swimming	4 pm	
Tuesday	Jogging	6 am	
Wednesday	Walking	4 pm	
Thursday	Jogging	6 am	
Friday	Swimming	4 pm	

- c) Create style with font “Algerian”, size 14 italics and apply it to the last two headings. (2 Marks)

QUESTION FOUR

- a) Open a database program and create and save a database named *stock*. (1 Mark)
- b) Create tables named items and condition using the details shown in the tables below. Set appropriate primary keys for each table. (4 Marks)

Condition

Field name	Data type	others
ItemId	Number	
Condition	Text	A drop-down list with the values good, serviceable and bad
Date acquired	Date/time	

Items

Field name	Data type
ItemId	Text
ItemName	Text
Category	Text
Department	Text

- c) Create relationships between the two tables (2 Marks)
- d) Create two forms named *itemsform* and *conditionform* that could be used to enter data in the tables. (4 Marks)
- e) Using the forms created above, enter the following data in their respective tables. (5 Marks)

Items

ItemId	ItemName	Category	Department
B0001	MOUSE	Category 1	Admin
B0002	KEYBOARD	Category 2	Accounts
B0003	SYSTEM UNIT	Category 3	Sales
B0004	PRINTER	Category 4	Admin
B0005	MONITOR	Category 5	Sales

Condition

ItemId	Condition	Date acquired
B0001	Good	12/6/2006
B0002	Serviceable	3/14/2008
B0003	Bad	2/3/2008
B0004	Good	3/14/2008
B0005	Good	12/6/2006

- f) Create a query named *itemqry* with the fields ItemID, ItemName, Department and condition to display all items in good condition. (1 Marks)
- g) Create a report named *itemrpt* to display fields ItemID, ItemName, Department, Condition and Dateacquired. Change the report title to ITEMS CONDITIONS (1 Marks)