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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DIT 1013MP -COUTER APPLICATIONS

Date: 1st August 2022
Time: 8.30am-10.30am

INSTRUCTIONS TO CANDIDATES
ANSWER ALL QUESTIONS

Create a folder in **DATA:** and **save it as your admission number without backslash** e.g. **dh12322**
All questions should be saved in the above folder.

QUESTION ONE (30 MARKS)

Create a database file named "Question 1" and perform the following tasks:

Create table: STUDENTINFO

Create the field names and their properties as you need them to store your specific data for customers. You will have **at least** five students with their information included in your customer table.

STUDENTINFO Table Field Names:

Class

Section

Admno

Name

Satus (This should either be "Senior" or "Junior")

DOB

Remarks

Create query: All Students

Create a query that displays all the records and their Name should be in ascending order.

Create query: Seniors

Create a query that displays all records where the value of Status field is Seniors including the fields Name, Class, Section, Admno, Status.

Create Form: Seniors

Create a form from the Seniors Query.

Create Report: New Customers

Create a report for all the fields of the above table

QUESTION TWO (20 MARKS)

Use the worksheet given to answer the questions that follow:

Expenses for the Month of January vs. Budget		
	Budget	Savings
Salaries and Wages	156675.00	
Rent	4300.00	
Electricity	1000.00	
Telephone	200.00	
Advertisements	20000.00	
Freight and clearing	15650.00	
Security	3800.00	

Questions

- Insert a new column between Budget and Savings column.
- Enter the title 'Actual' in cell C3.
- Enter the following figures in the new column.

	Actual
Salaries and Wages	145200
Rent	4300
Electricity	1207
Telephone	142
Advertisements	18550
Freight and clearing	13400
Security	3800

- (iv). Calculate the savings in cells D4:D10.
- (v). Format the sheet title to Arial Black, size 14, and Bold.
- (vi). Save the file as **Audit 1**.
- (vii). Format the range B4:D10 to two decimal places.
- (viii). Adjust column C such that all the values are displayed.
- (ix). Add the title **Savings %** in cell E3 and calculate the savings as a percentage of the budget.
- (x). Format the range E4:E10 as a percentage.
- (xi). Enter the row title **Total** in cell A12 and obtain totals for Budget, Actual, and Savings columns.
- (xii). Copy the formula in E10 to E12.
- (xiii). Format the new heading to match the existing headings and Align the heading to **Right**.
- (xiv). Save it as Question Two

QUESTION THREE (20 MARKS)

Insert the organization chart below in a word document and save it as Question 3

Organization Chart

