KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN INFORMATION & COMMUNICATION TECHNOLOGY
DIT 1001 – COMPUTER APPLICATIONS I

Date: 9TH December 2024
Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES
Save your files in your folder as required since only work in the folder shall be Marked.

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS
QUESTION ONE (30 MARKS)
Using Microsoft Word, produce a document as shown below;

SUSTAINABLE DEVELOPMENT

Sustainable development is a holistic approach to growth that ensures the needs of the present are met without compromising the ability of future generations to meet their own needs. It emphasizes the balance between economic growth, environmental stewardship, and social inclusion. To implement sustainable development, businesses and governments must focus on reducing environmental impact, improving social welfare, and promoting long-term economic stability. The **United Nations** outlined 17 Sustainable Development Goals (SDGs) that provide a roadmap for global efforts. These goals include ending poverty, ensuring quality education, and combating climate change. For organizations, integrating these principles into their operations can lead to innovation, improved efficiency, and a stronger reputation. (Smith, 2022)

To illustrate how different sectors are contributing to sustainable development, consider the following data:

Sector	Environmental Impact Reduction	Social Programs Initiated	Economic Growth (%)
Energy	25%	10	3.2%
Manufacturing	18%	7	2.5%
Agriculture	30%	12	4.1%
Technology	15%	8	6.7%

To achieve long-term success, organizations should prioritize innovation in areas like renewable energy, waste reduction, and resource conservation. A 2020 study by **Johnson and Lee** suggests that companies investing in sustainable practices report higher employee satisfaction and stronger financial performance. Properly balancing these initiatives requires a combination of effective leadership, stakeholder engagement, and a willingness to adapt to changing regulations and Market conditions.

Required
i).   Create a folder on the desktop with your admission number as the folder name.   (1 Mark)
ii).   Prepare the document above in Microsoft Word and save it as, **SUSTAINABLE DEVELOPMENT**.   (5 Marks)
iii). Correct any grammatical or spelling errors in the passage   (2 Marks)

iv). Create a graph that reflect what is in the table   (3 Marks)
v). Insert page numbers of your choice at the top margin.   (3 Marks)
vi). Insert your name to appear as the document footer.   (2 Marks)
vii). Apply drop cap in each paragraph.   (3 Marks)
viii). Apply a page border of your choice.   (3 Marks)
ix). Insert a water Mark that reads, SUSTAINABILITY.   (3 Marks)
x). create a table of content with the topic you will customize from the passage   (3 Marks)
xi). Add a reference list at the end of the document in **APA** format   (2 Marks)

QUESTION TWO (15 MARKS)

You have just been called to give a talk on early pregnancy to young girls. You have decided to make your presentation using Microsoft PowerPoint.

Slide one: Topic and your name.   (2 Marks)
Slide two: Your take on the subject matter   (2 Marks)
Slide three: what to be done.   (2 Marks)
Slide four: the effects it has caused   (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 colours of choice.   (1 Mark)
iv). Apply custom animations of your choice   (1 Mark)

Save your presentation as Banking, in your folder.   (1 Mark)

QUESTION THREE (15 MARKS)

Using Microsoft publisher, answer the following question

You are tasked with creating a Christmas invitation for your company's holiday party using Microsoft Publisher. The invitation should be festive, professional, and easy to read. Follow these steps to create your invitation

i). Enter the data above in Microsoft Publisher as save the file as, **CHRISMAS** in pdf format   (1 Mark)
ii). Choose an appropriate layout for the flyer, considering factors such as readability and visual appeal.   (2 Marks)
iii). Include all essential details of the event, such as:
    a) Event title: SLOGAN
    b) Date and time
    c) Location
    d) Theme   (8 Marks)

iv). Use catchy phrases or bullet points to draw attention to each highlight   (2 Marks)
v). Adjust the color scheme, font sizes, and spacing for consistency and readability.   (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.

		KIRIRI UNIVERSITY PROCUREMENT REPO				
DAYS	SOLD	SALLING PRICE 1	SALES PER WEEK			
MONDAY	5	50000				
TUESDAY	10	50000				
WEDNES	10	55000				
THURSD.	12	55000				
FRIDAY	15	50000				
SATURD.	20	50000				
		TOTAL				
		MAXIMUM				

i. Enter the data above in Microsoft Excel as save the file as, PROCUREMENT.   (3 Marks)

ii.   Using a formula, calculate the sales per week.   (3 Marks)
iii. Compute the total sales for all the week using a function.   (3 Marks)
iv.   Calculate the following;
    a.   Maximum sales   (2 Marks)
    b.   Minimum sales   (2 Marks)
    c.   Average sales   (2 Marks)

QUESTION FIVE (15 MARKS)

The table below shows University sales practices in which they are crucial for maintaining a robust student population, ensuring financial stability, and fostering long-term success for the institution. By prioritizing these strategies, universities can enhance their appeal and remain competitive in the ever-evolving educational landscape.Excel sheet to answer the questions that follows

REGION	SALES TARGET	MAY	JUNE	JULY	AUGUST	SEPTEMBER	AVERAGE SALES	COMMET
UON	300,000	92,600	67,000	54,000	20,500	44,200		
K.U	400,000	95,400	45,000	98,000	40,000	30,500		
MOI	270,000	44,300	89,000	65,000	19,000	66,900		
KIRIRI	450,000	25,000	72,000	26,000	38,000	33,400		
CHUKAA	980,000	44,900	50,000	15,000	86,000	82,400		
AVERAGE SALES MONTHLY								
HIGHEST SALES								
LOWEST SALES								

a)   Open a spreadsheet program and key in the data in sheet 1 as it appears in Save the worksheet as Kenyan universities   (2 Marks)

b)   Use a function and cell address only to compute the following
    i).   Total sales for each region   (2 Marks)
    ii).   Average sales for each region   (2 Marks)
    iii). Average sales for each month   (2 Marks)
    iv).   Minimum and the Maximum sales within the five months   (2 Marks)

c)   Use a function to display the value for each of the following for the five months
    i).   The highest sales.   (2 Marks)
    ii).   The lowest sales.   (2 Marks)

d)   Create one embedded column on the table above showing the total sales for each of the five months.
                                                                                          (2 Marks)