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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR DIPLOMA IN IN DIGITAL MARKETING
DIT 1013: INTRODUCTION TO COMPUTER APPLICATIONS

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

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.

QUESTION ONE

Using Microsoft Word, produce a document as shown below;

THE EVOLVING ROLE OF ADMINISTRATION IN THE DIGITAL AGE

The landscape of business administration has undergone significant transformation in recent years, especially in the UK. With the introduction of the digital age, the role of administration, particularly in the context of insolvency and liquidation, has evolved in ways that are both challenging and opportunistic for businesses. The integration of digital tools has revolutionised data management and communication, making processes more efficient but also more complex.

This blog post explores this evolution, focusing on key areas such as technological advancements, regulatory changes, and the shifting landscape of creditor-debtor relationships. What's more, it delves into how these changes impact decision-making, risk assessment, and the overall strategy of businesses facing insolvency. The post also examines the increasing importance of digital literacy and adaptability in navigating the evolving business environment, making sure that companies can use these developments to their advantage.

Embracing Technological Innovations

One of the most significant changes in administration in the digital age is the integration of technology into everyday business practices. Advanced software and digital tools have streamlined many processes, from accounting and asset management to creditor communications and legal compliance. These technologies not only increase efficiency but also provide greater accuracy and transparency, which is important in insolvency scenarios.

Source: <https://www.leading.uk.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, Digital Age. (6 Marks)
- iii) The title should be center aligned, of Britannic Bold font and font size 25. (6 Marks)
- iv) The body of the passage should be of Arial Black, font size 15 and text highlight colour Blue. (6 Marks)
- v) Apply a border around the first paragraph. (3 Marks)
- vi) Change the orientation to landscape. (3 Marks)
- vii) Insert your name and admission number as the document footer. (4 Marks)

QUESTION TWO

Prepare a power point presentation that you will display during Computer Applications class Group presentation.

Slide one: Topic and the name of the group presenting. (2 Marks)

Slide two: Importance of Computer Skills in Modern Organizations. (2 Marks)

Slide three: Key Concepts learnt in Microsoft Word. (2 Marks)

Slide four: Key Concepts learnt in Microsoft Excel. (2 Marks)

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, *Computer Applications*, in your folder. (1 Mark)

QUESTION THREE

Using Microsoft Word, produce a document as shown below;

The Importance And Benefits of Technology in the Workplace

Over the past several years, technology has become an essential part of our day-to-day lives, both personal and professional. For businesses specifically, technology in the workplace has completely redefined operational processes as well as consumer behaviors and expectations. In fact, according to a McKinsey Global Survey of executives, 93% of companies surveyed said they had to shift to remote work, 62% said they had to deal with increasing customer demand for online purchase and services, and 34% said there was an increase in migration of their company's assets to the cloud due to the COVID-19 pandemic. There are numerous benefits of technology in the workplace. Continue reading to learn some of the reasons business owners want to ensure they are keeping up with the latest IT trends and have a plan to implement innovative technology solutions.

Make Your Business More Competitive

If your organization is not leveraging modern technology solutions today, it has likely already fallen behind when compared to your competition. That said, it's never too late to begin your digital transformation journey, which in turn will cultivate a more technology-centric (and competitive) business model. As mentioned, we have seen a dramatic shift in consumer demands and expectations, and the impact of technology on the customer experience is more prevalent than ever before. Long gone are the days of consumers being content with a two- or three-day response time for a query such as a password reset.

<https://www.buchanan.com/benefits-technology-workplace/>

Required

i) Type the above passage in Microsoft Word and save it as, Workplace. (6 Marks)

ii) Apply justified and right alignment on the first and second paragraphs respectively. (2 Marks)

iii) Apply a border around the first paragraph. (2 Marks)

iv) Insert your name and admission number as the document header. (4 Marks)

v) Insert a customized waterMark in the document. (4 Marks)

vi) Insert a page footer that reads, *Facts About Business Administration*. (4 Marks)

vii) Format the entire document to be of font size 17. (4 Marks)

viii) Change the page size to A4 (4 Marks)

QUESTION FOUR

The data below was recorded by community Development Student in her field work during Industrial Attachment. Use the information to answer the following questions.

L17						
	A	B	C	D	E	F
1	SN	NAME	ITEM	AGE	QUANTITY (KG)	
2	1	Kamau	Groundnuts	20	2	
3	2	Kasandra	Groundnuts	25	3	
4	3	Kavila	Maize	30	3	
5	4	Kasavuli	Beans	55	4	
6	5	Kajuju	Maize	60	4	
7						
8		Age of the oldest person				
9		Age of the yougest person				
10						
11		Total quantity of Groundnuts distributed				
12		Total quantity of Maize distributed				
13		Total quantity of Beans distributed				

Required;

- Enter the data above in Ms. Excel and save the file as, DATA, in your folder. (5 Marks)
- Calculate the age of the oldest person using a function. (2 Marks)
- Compute the quantity of groundnuts distributed. (2 Marks)
- Compute the quantity of maize distributed. (2 Marks)
- Compute the quantity of beans distributed. (2 Marks)
- Produce a bar graph showing the total of the three products. (2 Marks)

QUESTION FIVE

Using Microsoft Excel, answer the following questions,

	A	B	C	D	E
1					
2			JUHUDI TRADERS		
3	MONTH	NET PROFIT	REMARK	CRITERIA	
4	JAN	500,000		500,000 and above	High Profit
5	FEB	300,000		350,000 and above	Average Profit
6	MAR	400,000		Below 350,000	Low Profit
7	APR	250,000			
8	MAY	700,000			
9					
10					

REQUIRED

- Enter the data as shown the spreadsheet above (5 Marks)
- using the IF function return a remark for each month shown (3 Marks)
- Compute the highest and lowest NET PROFIT (3 Marks)
- format the net profit into two decimal places. (2 Marks)
- Calculate the average net profit per month (2 Marks)