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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR**  
**FIRST YEAR, FIRST SEMESTER EXAMINATION**  
**FOR THE DEGREE OF BACHELOR OF EDUCATION**  
**(ARTS)**

Date: 7<sup>th</sup> August, 2024  
Time: 2.30pm – 4.30pm

**KLC 2102 FUNDAMENTALS OF COMPUTING**

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

- a) Create a new folder on the desktop and name it as your admission number (2 marks)
- b) i) In MS Word type the paragraph below as it is using “Calibri font”, font size 12.

**MS-WORD**

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word. (3 marks)

- ii) Change the font type to “Lucida Calligraphy” and size to 14 (2 marks)
- iii) Change the title to font type Algerian and size 18, font color red, underlined. (3marks)
- iiii) Align your paragraph to right margin. (1 mark)
- iv) Save this file as KWUST000 in the folder you created in (a) using save as option. (2 marks)
- v) Insert page number at the bottom of the page using page number option. (2 marks)

- c) Enter the below data in Ms-Excel and answer the questions that follow

	A	B	C	D	E	F	G
1	Name	Type 1	Total				
2	Bulbasaur	Grass	318		Type	Total Sum	
3	Ivysaur	Grass	405		Grass		
4	Venusaur	Grass	525		Fire		
5	Charmander	Fire	309		Water		
6	Charmeleon	Fire	405				
7	Charizard	Fire	534				
8	Squirtle	Water	314				
9	Wartortle	Water	405				
10	Blastoise	Water	530				
11							

(2 marks)

- i) Use SUMIF function to calculate the Total sum for;
  - Grass
  - Fire
  - Water
- ii) Insert a bar graph below the table to represent Names against Total data.
- iii) Use MIN AND MAX functions to get the highest and lowest values.
- iv) Save the work in work in the folder you created above under the file name KWUST001.

(6 marks)

(3 marks)

(2 marks)

(2 marks)

## **QUESTION TWO (15 MARKS)**

You are required to create a PowerPoint presentation titled “My dream job”.

- a) The presentation should be interesting in a template, design and colour of choice.
 

(1 mark)
- b) The first slide should have the title, your name, registration number.
 

(2 marks)
- c) Add five slides to your presentation with the following titles for each slide.
  - i) Slide1-What type of work would I love to do?
  - ii) Slide 2-What knowledge and skills are necessary to do the job well?
  - iii) Slide 3- How much does it pay?
  - iv) Slide 4- Where can I work?
  - v) Slide 5 - What appeals to me about this job?

(5 marks)
- d) Add 4 lines(sentences) to each slide, each line should have not more than 10 words, relevant to the slide title.
 

(5 marks)
- e) Save the work in work in the folder you created above under the file name KWUST002
 

(2 marks)

### **QUESTION THREE (15 MARKS)**

- a) In MS – Excel, insert the following data in a new work sheet:

	A	B	C	D	E	F	G
1							
2		<b>Fundamental Method</b>					
3							
4		<b>Student</b>	<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Total</b>	<b>Percentage</b>
5		John	80	86	75	241	
6		Lisa	76	88	90	254	
7		Rick	82	92	95	269	
8		Jessica	85	70	92	247	
9		Chris	72	75	85	232	
10							
11							

  

<b>Total Marks</b>	300
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- b) Strictly use Excel formulae and functions to answer the questions below; (2 marks)
- i) Calculate the percentage score of each student using excel formulas. (2 marks)
  - ii) Add a column after percentage column titled (M-E), and calculate the difference between Math score and English scores for each student. (2 marks)
  - iii) Add a row below the last student, and calculate the average marks of each subject. (2 marks)
  - iv) Which subject performed poorly from (iii)? (1 mark)
  - v) Sort the table by names in descending order (2 marks)
  - vi) Insert a pie chart to represent each students total score. (2 marks)
  - vii) Save the work in work in the folder you created above under the file name KWUST003. (2 marks)

### **QUESTION FOUR (15 MARKS)**

Maryline Cyber Services collected the following revenue from their various services for the months of November and December. November - Printing 35000, Photocopying 4601, Scanning 1000, Typesetting 4750 and December - Printing 42500, Photocopying 3400, Scanning 1600, Typesetting 6000

- a) Open a new workbook and enter the above data in Sheet1 for November and Sheet 2 for December. Enter the data starting from the cell A1 where cell A1 and B1 should be the titled Service and Total respectively. (2 marks)
- b) Rename sheet1 to November and sheet2 to December. (2 marks)
- c) Add another sheet and name it Summary, it should have 3 columns, Service, Total for November and Total for December. List the services as in the previous sheets. (2 marks)
- d) While on the sheet summary , use VLOOKUP to find the total for Printing service from the sheet January and apply the formula for all the other services. (5 marks)
- e) Use VLOOKUP to find the total for Printing service from the sheet December and apply the formula for all the other services. (3 marks)
- f) Save the work in the folder you created in 1(a) above under the file name KWUST004 (1 marks)

### **QUESTION FIVE( 15 MARKS)**

- a) Open a new ms word document and insert the table below;

<u>Roll no.</u>	<u>Name</u>	<u>Course</u>	<u>Language</u>	<u>SCORE</u>
1	King'ola M.	KMA	HTML	50%
2	MAcchera D.	KBT	ASP.NET	70.8%
3	Agatha P.	KBA	TALLY	69%
4	Ndung'u T.	KPS	C	44%

- i) Change the table background to green. (1 mark)
- ii) Change the font of the table to Arial Black size 12 (1 mark)
- iii) Change the column titles to Bold and Italics. (2 marks)
- iv) List the Languages in ascending order based on the scores. (2 marks)
- v) Insert a header to the document with your full name (2 marks)
- b) While still on the same document in 5(a) above, on a new page type a two paragraphs document title "Gen Z, the talk of Kenya." The text should be in Tw cet MT Font, size 14. The title should be in font BroadWay Font, size 16. Change the title to capital letters, colour blue and center align. The document should be at least 100 words. (5 marks)
- c) Save the work in the folder you created in 1(a) above under the file name KWUST005 (2 marks)