KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATIONS, 2022/2023 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATIONS
FOR DIPLOMA IN ACCOUNTING
DIT 1013- INTRODUCTION TO COMPUTER APPLICATIONS

Date: 26th July 2022
Time: 8.30am-10.30am

INSTRUCTIONS TO CANDIDATES

Create a folder in **DATA**: and **save it as your admission number without backslash** e.g. *dps25122*
All questions should be saved in the above folder.

ANSWER ALL QUESTIONS

QUESTION ONE (30 MARKS)

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

Create table: BOOKS

Create the field names and their properties as you need them to store your specific data for

customers. You will have *at least* five books with their information included in your

customer table.

BOOKS Table Field Names:

Bood_Id   **-** Where this is the Book Identification number

Bname   **-** Where this is the Book's name

WName   **-** Where this is the Writer's name

PName   **-** Where this is the Publisher's name

PYear   **-** Where this is the Published Year

Price   **-** Where this is the Purchased Price

Pdate   **-** Where this is the Purchased Date

Remark   **-** Where this is any comments about the book

Create query: q_Book

Create a query that displays only records including Book name, Writers name, and
Publication year.

Create query: Expensive

Create a query that displays all records where the purchased price is more than 500

Create Form: Expensive

Create a form from the Expensive Query.

Create Report: q_Book

Create a report from the query name **q_Book**

QUESTION TWO (20 MARKS)

	A	B	C	D	E	F
1	USA Annual Purchases Report 2011					
2	Customer ID	Gender	City	Education	Annual Purchases	Annual Salary
3	C11	M	New York	University	$6,233	$7,500
4	C12	M	New York	High School	$4,233	$4,999
5		F	Seattle	University	$6,560	$6,750
6		M	Chicago	University	$5,001	$12,000
7		F	New York	University	$7,034	$17,500
8		F	Chicago	University	$5,345	$13,150
9		F	Seattle	High School	$790	$3,799
10		F	Seattle	None	$240	$2,150
11		M	Seattle	University	$4,300	$22,450
12		f	New York	None	$232	$2,500
13						
14						
15	City	Total Annual Purchases		Annual Salary	Gender	
16	New York	?		City	Male	Female
17	Chicago	?		New York	?	?
18	Seattle	?		Chicago	?	?
19				Seattle	?	?
20	Education	Average Annual Purchases				
21	University	?				
22	High School	?				
23	None	?				
24						
25	Gender	Population				
26	Male	?				
27	Female	?				

a) Open a new workbook and create the above worksheet.
b) Make sure that your worksheet looks like the picture (Alignment, Shedding, Borders, Wrap text, Orientation …).
c) Find the entire customer IDs.
d) Format Colum E & D to Currency with dollar sign and two decimal places.
e) Find the Total Annual Purchases for each City.
f) Find the Average Annual Purchases for each Education.
g) Find the total number of customers from each gender.
h) Find the total annual salary for each gender in each city.
i) Save it as Question 2

QUESTION THREE (20 MARKS)

Type the below document exactly as it appears

What is a Network?

The network used to interconnect computers in a single room, rooms inside a building or buildings are normally called Local Area Networks (LANs). LANs normally transmit data in a digital form using media such as coaxial cable or multithreaded cable. Local Area Network can be used only on one side of a building. The terminals and workstations are able to connect either one of the 'two' host computers when required.

The **network** has a file server and a print server. The file server is a special computer that provides a form of auxiliary storage that can be used by any other computer on the network. The print server is a special printer that can receive data from other computers on the network and print it. It is possible to connect an external communications server on the LAN with a device which makes communication possible between the equipment of the network and system elsewhere, e.g. modem.

Instructions

1. Save this document as **Question 3** in the folder you created.
2. Change the font style of text above to Times New Roman and font size to 14**.**
3. Change the font color of the second paragraph to color blue
4. Drop cap the first letter of the second paragraph
5. Align the heading "what is a network? "to the Right margin and **highlight** it in red color**.**
6. Change the case of the heading "what is a network? to uppercase characters.
7. Underline and apply bold on the word "modem"
8. Change the line spacing of the first and second paragraph to 1.5**"**
9. Change the background color of the page to color yellow and insert page border of your choice
10. Insert the below shape in at the end of your document