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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATION
FOR THE DIPLOMA IN ACCOUNTING
DIT 1013: INTRODUCTION TO COMPUTER APPLICATIONS

Date: 12TH APRIL 2023

Time: 8:30AM-10:30AM

INSTRUCTIONS

- 1. Attempt all questions.*
- 2. Save your file in your folder as required since only work in the folder shall be marked.*
- 2. Time allowed; 2 hours.*

QUESTION ONE

Using Microsoft Word, produce a document as shown below;

EXTENDED REALITY

Extended reality comprises all the technologies that simulate reality, from Virtual Reality, Augmented Reality to Mixed Reality and everything else in-between. It is a significant technology trend right now as all of us are craving to break away from the so-called real boundaries of the world. By creating a reality without any tangible presence, this technology is massively popular amongst gamers, medical specialists, and retail and modeling.

Regarding extended reality, gaming is a crucial area for popular careers that don't require high-level qualifications but rather a passion for online gaming. You can pursue game design, animation or even editing programs to pursue a successful career in this specialization. Meanwhile, check out the best jobs in AR, VR as well as ER:

- Extended Reality Architect
- Front Lead Engineer
- Software Developer
- AR/VR Support Engineers
- Creative Directors

Source: <https://www.simplilearn.com/>

Required

- i. Create a folder on the desktop with your admission number as the folder name. (2 Marks)
- ii. Prepare the document above in Microsoft Word and save it as, TECH. (6 Marks)
- iii. Copy paste the document four times such that the document has five pages. (4 Marks)
- vi. Insert roman page numbers at the bottom left of the page. (4 Marks)
- v. Design the document to have pink page colour. (2 Marks)
- vi. Apply drop cap in each paragraph. (4 Marks)
- vii. Apply a page border of your choice. (4 Marks)
- viii. Change the page margins to Moderate (4 Marks)

QUESTION TWO (20 MARKS)

	A	B	C	D	E	F	G	H
1		GITHURAI FRESH FRUIT SELLERS						
2								
3		FRUITS: ORANGES					SELLING PRICE PER FRUIT	
4		DAY	NO. OF FRUITS	REVENUE			ORANGE	20
5	1	MONDAY	100				MANGO	50
6	2	TUESDAY	100					
7	3	WEDNESDAY	200					
8	4	THURSDAY	150					
9		TOTAL						
10								
11		FRUITS:MANGOES						
12		DAY	NO. OF FRUITS	REVENUE				
13	1	MONDAY	20					
14	2	TUESDAY	10					
15	3	WEDNESDAY	30					
16	4	THURSDAY	50					
17		TOTAL						

Required;

- Enter the data in Microsoft Excel as shown above and save your work as FRUITS. (6 Marks)
- Calculate the revenue from the sale of ORANGES using absolute formulas. (2 Marks)
- Compute the revenue from the sale of MANGOES using absolute formulas. (2 Marks)
- Format the revenue to be in currency. (2 Marks)
- Format all the currencies to be two decimal places. (2 Marks)
- Calculate the total revenue from the sale of oranges and mangoes using functions. (2 Marks)
- Produce pie charts to show the revenue from the sale of each fruit per day. (4 Marks)

QUESTION THREE (20 MARKS)

Prepare a power point presentation that you will display during an accounting class group presentation.

Slide one: Topic and the name of the presenter (2 Marks)

Slide two: Accounting Concepts (2 Marks)

Slide three: Double entry (2 Marks)

Slide four: Consumers of accounting information. (2 Marks)

Addition information

i. Use design template of your choice (3 Marks)

ii. Apply slide transitions of your choice (4 Marks)

iii. Apply custom animations of your choice (3 Marks)

Note: Make your presentation captivating to capture the attention of the audience.

Save your presentation save, Accounting in your folder. (2 Marks)