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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR**  
**FIRST YEAR, SECOND SEMESTER EXAMINATION**  
**FOR THE CERIFICATE IN BUSINESS MANAGEMENT**  
**CIT 1010-BASIC COMPUTER APPLICATIONS**

Date: 16<sup>th</sup> August 2023  
Time: 11.30am-1.30pm

**INSTRUCTIONS TO CANDIDATES**

Create a folder in drive named **DATA**: and **save it as your admission number without backslash** e.g. **chm00121**

All questions should be saved on the above folder.

**ANSWER ALL QUESTIONS**

. **Open a new MS Word file and type the following text given below.**

**[5 marks]**

While researching school districts in the morogoro city area, I learned some openings may occur for the next school year in your district. I have enclosed a resume for your review and wish to be considered for a middle school math or elementary position. I will graduate from the University of Sokoine this may with a Bachelor of Science degree in education and certification in both areas.

I am presently student teaching at fairlane elementary in Ms. roger's sixth grade classroom. Prior to this semester, I was a site coordinator for adventure Club, a before- and after school child care program in kibaha public schools. My summers between semester have been spent working at various camps and summer school programs. Additional experience has been gained through tutoring, field experiences, and volunteer work.

The morogoro City area is my home and I can think of no better place to begin my career. I have completed an application on both on the REAP system and through success Link. If additional application materials are needed, I would very much appreciate your sending them to me at the above address.

I would like to meet you in person for an interview and discuss possible employment opportunities. I am available at your convenience and look forward to hearing from you. Thank you for your assistance.

. **Required;**

- Type the above passage in Microsoft word and save it as, GOOD YEAR. (8 Marks)
- Apply red font color and yellow text highlight color to the entire passage. (4 Marks)
- Insert the page number at the bottom margin of the document. (3 Marks)
- Change the document orientation to be landscape. (3 Marks)
- Format the title to be of font size 36 while the body of the passage font 12. (4 Marks)
- Add a water mark of your choice on the document. (4 Marks)
- Create a large capital letter at the beginning of the paragraph. (4 Marks)

## **QUESTION TWO (20 MARKS)**

**Use the following data to answer the Questions below:**

A Chemist shop sales some medicine to customers on credit. The credit terms request the customer to make a deposit of 25%. The balance after deposit is paid in monthly installments over 24 months without interest.

The shop customers and medicine credit values are:

	A	B	C	D	E	F
1						
2						
3	<b>NAME</b>	<b>MEDICINE</b>	<b>DEPOSIT</b>	<b>BALANCE</b>	<b>MONTHLY INSTALMENTS</b>	
4	AGHA KHAN PHARMA	75000	18750	56250	2343.75	
5	FALCON PHARMA	65000	16250	48750	2031.25	
6	KIBOSHO PHARMA	94200	23550	70650	2943.75	
7	MAWENZI PHARMA	92000	23000	69000	2875	
8	MUHIMBILI PHARMA	95000	23750	71250	2968.75	
9	OCEAN ROAD PHARMA	67900	16975	50925	2121.875	
10						

Using excel formulas, calculate the values of the selected cells that is used to find:

- Open excel document and save it under your name. (2 Marks)
- Create the above table and enter the details. (5 Marks)
- Deposit amount. (5 Marks)
- The balance amount. (4 Marks)
- The monthly installment amount. (4 Marks)

## **QUESTION THREE (20 MARKS)**

- Open power point document in the document you created. (2 Marks)
- As the director for **HILTON HOTEL**, make five slides in the above power point document showcasing your company and services offered, include contact details, website and location of the company. Make your presentation beautiful. (15 Marks)
- Add the name of the company as the footers in all the slides. (3 Marks)