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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER, END OF SEMESTER EXAM
FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT (GROUP III)
CIT 1010: BASIC COMPUTER APPLIC

ATIONS Date: 20TH APRIL 2023

Time: 4:00PM – 6:00PM

INSTRUCTIONS TO CANDIDATES

- i) Answer all questions.
- ii) All working must be saved in one folder.

QUESTION ONE (30 MARKS)

TOURISM REPORT

Overall room revenue in South Africa, Nigeria, Mauritius, Kenya and Tanzania rose 7.4% in 2018, up from the 1.9% increase in 2017, principally reflecting a 28 percentage point turnaround in Kenya, a 15.4 percentage point turnaround in Tanzania, as well as a 7.2 percentage point improvement in Nigeria. Mauritius continued to grow at double-digit rates in 2018 but room revenue growth in South Africa fell to only 0.5%. The hotel market in Kenya benefited from an increasing number of foreign tourists as travel advisories were lifted and the country enjoyed a period of peace and security. In Kenya, the period of peace and security was interrupted in early 2019 by a terrorist attack that may lead to a drop in tourism and guest nights in 2019. Thereafter, assuming confidence in overall security is not impacted, Kenya's appeal as an adventure destination, with more flights, and new hotels will continue to grow.

Required;

- a) Type the above passage in Microsoft word and save it as, TOURISM REPORT. (8 Marks)
- b) Apply red font color and yellow text highlight color to the entire passage. (4 Marks)
- c) Insert the page number at the bottom margin of the document. (3 Marks)
- d) Change the document orientation to be landscape. (3 Marks)
- e) Format the title to be of font size 36 while the body of the passage font 12. (4 Marks)
- f) Add a water mark of your choice on the document. (4 Marks)
- g) 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	NAME	MEDICINE	DEPOSIT	BALANCE	MONTHLY INSTALMENTS	
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:

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

QUESTION THREE (20 MARKS)

- a) Open power point document in the document you created. (2 Marks)
- b) 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)
- c) Add the name of the company as the footers in all the slides. (3 Marks)

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