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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT (GROUP I)
CIT 1010: BASIC COMPUTER APPLICATIONS (PRACTICAL EXAM)

Date: 13TH DECEMBER 2023

Time: 2:30PM-4:30PM

INSTRUCTIONS TO CANDIDATES

- i) Create a folder on your desktop and **save it as your admission number without backslash** e.g. *chm00121*
- ii) All questions should be saved on the above folder.
- iii) Answer all question.

QUESTION ONE (30 MARKS)

Shake off problems

A man and his donkey were on the way to grazing while the donkey fell into a huge pit. The man was shaken and tried hard to pull off his favorite donkey up to the ground.

Despite his strenuous attempts, he failed to bring the donkey back. But he can't leave the donkey to starve and die with pain for days.

So he decided to bury him alive and make his death smoother. So he started pouring soil over the donkey in the pit. When he poured the soil, the donkey felt the load and shakes it off and he steps on it.

He does the same every time when the soil was poured on his body. In the end, he reached the ground level and easily walked away to graze in the green pastures.

Moral: Don't choose to live with your problem. Just shake off your problems and stand on it and step up in life after learning from them. Every bad experience is a new learning. So get the positives out of it and work towards your goals.

Required;

- a) Type the above passage in Microsoft word and save it as, Inspiring Life Story. (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 3 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:

Write formulas for the operations based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Math	Computers	Total	Average
2	1	Sani	70	80	87	--	--
3	2	Swale	90	98	89	--	--
4	3	Niko	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Suraya	50	45	67	--	--
7	Max				--		
8	Total		--				

- i) Open excel document and save it under your name. (2 Marks)
- ii) Create the above table and enter the details. (10 Marks)
- iii) To calculate the Total Marks as the sum of Science, Math & Computers for each student and display them in column F. (4 Marks)
- iv) To calculate the average Marks for each student and display them in column G. (4 Marks)

QUESTION THREE (20 MARKS)

- a) Open power point document in the document you created. (2 Marks)
 - Start new blank presentation. (2 Marks)
 - Your first slide is going to a title slide.
 - Write the text as in the preview below: (3 Marks)
‘Lighthouse Co Ltd’
 - Make the font of ‘lighthouse’ Arial Black and size 88. (5 Marks)
 - Insert second slide this should be with a layout of Bulleted list.
 - Write the text as in preview below.
 - (Title): Lighthouse Co Ltd.
 - (body):
 - i) Mission Statement
 - ii) Company objectives
 - iii) Management team
 - iv) Sales
 - Makes the font color of the points to Green. (2 Marks)
 - Apply a light colored background to all the slides. (2 Marks)
 - Set the slide with the transition of your own choice. (2 Marks)
 - Save the presentation as ‘lighthouse’ in the ADMNo. Folder. (2 Marks)