# KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
## UNIVERSITY EXAMINATION, 2024 ACADEMIC YEAR
## FIRST YEAR, FIRST SEMESTER EXAMINATION
## FOR CERTIFICATE

## CIT 1010 BASIC COMPUTER APPLICATIONS

**INSTRUCTIONS**

1. Attempt question one and any other two questions.
2. Save your files in your folder as required since only work in the folder shall be marked.
2. Time allowed; 2 hours.

**QUESTION ONE**                                                                                                 **(30 MARKS)**

Using Microsoft Word, produce a document as shown below;

### CYBERSECURITY

A successful cybersecurity approach has multiple layers of protection spread across the computers, networks, programs, or data that one intends to keep safe. In an organization, the people, processes, and technology must all complement one another to create an effective defense from cyber attacks. A unified threat management system can automate integrations across select Cisco Security products and accelerate key security operations functions: detection, investigation, and remediation.

***People:*** Users must understand and comply with basic data security principles like choosing strong passwords, being wary of attachments in email, and backing up data.

***Processes****:* Organizations must have a framework for how they deal with both attempted and successful cyber attacks. One <u>well-respected framework</u> can guide you. It explains how you can identify attacks, protect systems, detect and respond to threats, and recover from successful attacks.

***Technology:*** Technology is essential to giving organizations and individuals the computer security tools needed to protect themselves from cyber attacks. Three main entities must be protected: endpoint devices like computers, smart devices, and routers; networks; and the cloud. Common technology used to protect these entities include next-generation firewalls, DNS filtering, malware protection, antivirus software, and email security solutions.

**Required**

i. Create a folder on the desktop with your admission number as the folder name. (2 marks)

ii. Type the above passage in Microsoft Word and save it as, *Security*. (6 marks)

iii. Design the document to have an artistic page border. (4 marks)

iv. Format text on the entire document to be yellow text highlight colour. (4 marks)

iv. Insert a drop cap at the start of the first paragraph. (4 marks)

v. Divide the second paragraph into two columns. (4 marks)

vi. Insert the phrase *cybersecurity* to appear as the document watermark. (4 marks)

vii. Change the margins of the document to *wide*. (2 marks)

## QUESTION TWO (20 MARKS)

Having been employed as the new Accounts Manager, you have decided to conduct a training session for the department in order to turn around and improve performance. Using PowerPoint, prepare a presentation that you will display during the training. Your presentation may include but not limited to the following;

Slide one: Topic and the name of the trainer. (2 marks)

Slide two: Competence in undertaking accounting functions. (2 marks)

Slide three: Certification by relevant Accounting body. (2 marks)

Slide four: Attitude towards work. (2 marks)

Slide five: Rewards (2 marks)

**Addition information**

i. Use design template of your choice (2 marks)

ii. Apply slide transitions of your choice (2 marks)

iii. Use background colours of choice. (2 marks)

iii. Apply custom animations of your choice (2 marks)

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

## QUESTION THREE (20 MARKS)

Using Microsoft Word, produce a document as shown below;

### BLOCKCHEINS

Mining is the process that Bitcoin and several other cryptocurrencies use to generate new coins and verify new transactions. It involves vast, decentralized networks of computers around the world that verify and secure blockchains – the virtual ledgers that document cryptocurrency transactions. In return for contributing their processing power, computers on the network are rewarded with new coins. It's a virtuous circle: the miners maintain and secure the blockchain, the blockchain awards the coins, the coins provide an incentive for the miners to maintain the blockchain.

**Required**

i. Type the above passage in Microsoft Word and save it as, *DIGITAL CURRENCY,* in your folder. (6marks)

ii. Apply justified and right alignment on the first and second paragraphs respectively. (2 marks)

iii. Apply a border around the first paragraph. (2 marks)

vii. Insert your name and admission number as the document header. (2 marks)

viii. Change the orientation of the document to landscape. (2 marks)

iv. Insert a page footer that reads, *Technology.* (2 marks)

iii. Format the entire document to be of font size 28. (2 marks)

iv. Change the line spacing to 2.0 (2 marks)

## QUESTION FOUR                                                                (20 MARKS)

Use the cash book extract below to answer the following questions.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | BABI TRADERS | | | | |
| 2 | | | | | PETTY CASH (Extract) | | | | |
| 3 | DATE | DESCRIPTION | CBN | AMOUNT | DATE | DESCRIPTION | VN | AMOUNT | |
| 4 | | | | | 1/1/2023 | Milk | 11 | 100 | |
| 5 | | | | | 1/1/2012 | Travelling | 12 | 1000 | |
| 6 | | | | | 2/1/2023 | Sticky notes | 13 | 50 | |
| 7 | | | | | 3/1/2023 | Milk | 14 | 100 | |
| 8 | | | | | 7/1/2023 | Pens | 15 | 20 | |
| 9 | | | | | 12/1/2023 | Milk | 16 | 200 | |
| 10 | | | | | 15/1/2023 | Pens | 17 | 50 | |
| 11 | | | | | Total Expense | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | Total Expense for Milk | | | | |
| 14 | | | | | Total Expense for Travelling | | | | |
| 15 | | | | | Total Expense for sticky notes | | | | |
| 16 | | | | | Total Expense for Pens | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | Number of times milk was bought | | | | |
| 19 | | | | | Number of times cash for travelling was given | | | | |
| 20 | | | | | Number of times sticky notes were | | | | |
| 21 | | | | | Number of times pens were bought | | | | |

i. Enter the data above in Microsoft Excel as save the file as, BABI. (4 marks)

ii. Using a formula, calculate the total expenses incurred for all the items. (2 marks)

iii. With the aid of a function, compute the total expenses incurred for milk. (2 marks)

iv. Through a function, compute the total expenses incurred for travelling. (2 marks)

v. Using a function, compute the total expenses incurred for pens. (2 marks)

vi. Calculate the number of times the following items were entered in the petty cash book;

    a. Milk (2 marks)

    b. Travelling (2 marks)

    c. Sticky notes (2 marks)

    d. Pens (2 marks)

**QUESTION FIVE** (20 MARKS)

The details below as were recorded by the caretaker of Rael Apartments in Githurai. Use the information to answer the following questions.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | **RAEL APARTMENTS** | | | | |
| 2 | | | | | | PAYMENTS FOR THE MONTH OF OCTOBER 2023 | | | | |
| 3 | | SN TENANT | RENT | SECURITY | SANITATION | UNITS OF WATER | PAY FOR WATER | TOTAL AMOUNT PAYABLE | AMOUNT PAID | BALANCE |
| 4 | | 1 MUGUIRA SIRJOSH | 15,000 | 1000 | 500 | 10 | | | 20,000 | |
| 5 | | 2 ELLY DAKTARI | 20,000 | 1000 | 500 | 5 | | | 15,000 | |
| 6 | | 3 SHAMIN SHAM | 20,000 | 1000 | 500 | 5 | | | 20,000 | |
| 7 | | 4 WANGECI BELLA | 25,000 | 1000 | 500 | 10 | | | 20,000 | |
| 8 | | 5 EVERLYN CHEROP | 15,000 | 1000 | 500 | 1 | | | 30,000 | |
| 9 | | 6 MTUA THUKU | 10,000 | 1000 | 500 | 2 | | | 32,000 | |
| 10 | | | | | | | | | | |
| 11 | | Additional Information | | | | | | | | |
| 12 | | Each unit of water is Kshs 100 | | | | | | | | |

i. Enter the data above in Microsoft Excel and save the file as, Rael. (6 marks)
ii. Compute the total amount payable by each tenant using a formula. (4 marks)
iii. Calculate each tenant's balance (3 marks)
iv. Using a function, compute the total amount of rent that was collected. (3 marks)
v. Produce a pie chart that plots the name of the tenant against the amount paid. (4marks)

**-SUCCESS-**