KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, FOURTH SEMESTER EXAMINATION
FOR THE DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY
DBT 1102 – ACCOUNTING SOFTWARE

Date: 13TH APRIL 2022
Time: 11:30AM – 1:30PM

INSTRUCTIONS TO CANDIDATES
ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

a) Define the following terms,
  i) Data type (3 Marks)
  ii) Cell (3 Marks)
  iii) Attribute (3 Marks)
  iv) Worksheet (3 Marks)
  v) Workbook (3 Marks)
  vi) Count (2 Marks)
b) List 3 Functions used in Ms Excel (3 Marks)
c) State 2 rules of using Referential Integrity (4 Marks)
d) List 2 components of the tool bar as used in Ms Excel (4 Marks)
e) List 2 advantages of electronic filing systems (2 Marks)

QUESTION TWO (20 MARKS)

a) Describe five characteristics of a Spread sheet- (10 Marks)
b) A filling station sells super, regular, diesel, kerosene, engine oil and box oil. In the month of January, the total sales in thousands of litres were: 107, 363, 605, 267, 68, 64 respectively. Given that the expected % growth rate in sales per month is 11.9%, 14.0%, 15.5%, 12.3%, 7.9% and 6.3% respectively,
  i) Describe how to forecast the sales for the first half of the year. (3 Marks)
  ii) Briefly explain how to calculate the average and total sales for each month. (4 Marks)
  iii) Describe how to Save your work book as "mafuta sells" and the work sheet as "forecast" (2 Marks)
  iv) Briefly describe how to create a bar graph that displays the total sales for all the products for the first half of the year. Save the graph as "bar graph" (1 Mark)

QUESTION THREE (20 MARKS)

a) The following data was recorded from a shipping company.

	A	B	C	D	E	F	G	H
		Weight	Shipping	Shipping				
2	Parcel	(Kgs)	Cost per Kg	Cost				
3	A1	21						
4	A2	17						
5	A3	15						
6	A4	9						
7	A5	8						
8	A6	17						
9	A7	25						
10						Breaks	Cost per Kg	
11						0	5	
12						8	4.5	
13						15	4	
14						20	3.5	
15								

   i) The Shipping Cost per Kg depends on Weight of Parcel in Kgs. If the weight is less than 8 Kgs the Cost per Kg is 5. If the weight is greater than or equals to 8 and less than 15 Kgs the Cost per Kg is 4.5 etc. The range F11:G14 has been given the name Costs. Create a formula in cell C3 that determines the Cost per Kg for the weight in cell (6 Marks)

   ii) Write formula you would use in cell D3 that calculates the Shipping cost for parcel A1-A7 (10 Marks)

   iii) List advantages of using pivot tables (4 Marks)

QUESTION FOUR (20 MARKS)

a) Charts are commonly used by accountants to show business trends. Which chart type will be most suitable to show trends? Give **five** reasons for your answer. (10 Marks)

b) Explain **ten** applications of spreadsheets in modern business. (10 Marks)

QUESTION FIVE (20 MARKS)

a) Describe any five data types available in MS Excel and provide an example of a field that can apply the data type. (10 Marks)

b) Using the Spreadsheet below, answer the following questions;

	A	B	C	D	E	F
1	Names	Business Adm	Ict 2	Accounts	Total	Average
2	Christine Kamau		44	45	35	
3	Anne Nekesa		70	55	85	
4	Edwin Namasaka		27	34	45	
5	Abdi Rotich		67	80	65	
6	Sylvia Anyango		80	25	34	

i) Describe how to enter the following in a Spread sheet and save as Students marks. (3 Marks)
ii) Describe how to insert a text orientation of 45° in the first row. (3 Marks)
iii) Describe how to change the color of all the text to blue and the font to Ariel. (2 Marks)
iv) Using a formula, describe how to find the total and average of each student (2 Marks)