



Kasarani Campus
Off Thika Road
Tel. 2042692 / 3
P.O. Box 49274, 00100
NAIROBI
Westlands Campus
Pamstech House
Woodvale Grove
Tel. 4442212
Fax: 4444175

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 II)
CIT 1010: BASIC COMPUTER APPLICATIONS

Date: 20TH APRIL 2023
Time: 1:30PM – 3:30PM

INSTRUCTIONS TO CANDIDATES

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

QUESTION ONE (30 MARKS)

HEALTH HABITS

It's important for a bunch of reasons. It jump-starts your metabolism and stops you from overeating later. Plus, studies show that adults who have a healthy breakfast do better at work, and kids who eat a morning meal score higher on tests. If a big plateful first thing isn't for you, keep it light with a granola bar or a piece of fruit. Just don't skip it. New skills help keep your brain healthy. Sign up for a dance class or a creative writing workshop. There are almost too many benefits to list. There are almost too many benefits to list. A good night's sleep keeps you in a better mood, sharpens memory and focus, and helps you learn new things. In the long term, it lowers your risk of heart disease and helps you keep trim. Aim to get 7 to 9 hours a night. For the best rest, do it on schedule, turning in and waking up at about the same times every day.

- a) Create a folder on the desktop with your admission number as the folder name. (2 Marks)
- b) Type the above passage in Microsoft word and save it as, HEALTH HABITS. (6 Marks)
- c) Apply red font color and yellow text highlight color to the entire passage. (4 Marks)
- d) Insert the page number at the bottom margin of the document. (2 Marks)
- e) Change the document orientation to be landscape. (4 Marks)
- f) Format the title to be of font size 36 while the body of the passage font 12. (4 Marks)
- g) Add a water mark of your choice on the document. (2 Marks)
- h) Create a large capital letter at the beginning of the paragraph. (4 Marks)
- i) Make the paragraph have three columns. (2 Marks)

QUESTION TWO (20 MARKS)

Use the following data to answer the Questions below:

	A	B	C	D	E	F
1	COMPUTER FUNDAMENTALS					
2	REG. NUMBER	NAME	CAT ONE /20	CAT TWO /20	TOTAL /40	
3	BAED/1234/601/DT	ALI	15	14		
4	BBAHR/2345/601/DT	HUSSEIN	16	13		
5	BCR/3456/601/DF	RUTH	13	17		
6	LLB/4567/601/DT	JOHN	12	14		
7						
8	NUMBER OF STUDENTS					
9	LOWEST MARK					
10	HIGHEST MARK					
11				CLASS MEAN		
12						

Perform the following calculations;

- a) Open excel document and save it under your name. (1 Mark)
- b) Create the above table and enter the details. (4 Marks)
- c) Calculate the Total Marks on cell E3. (3 Marks)
- d) Find the Number of Students on cell C8. (3 Marks)
- e) Find Lowest Mark on cell C9. (3 Marks)
- f) Highest Mark scored on cell D10. (3 Marks)
- g) Class Average on cell E11 (3 Marks)

QUESTION THREE (20 MARKS)

- a) Open power point document in the document you created. (2 Marks)
- b) As the director for **SERENA HOTELS**, 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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