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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT
CIT 1010- BASIC COMPUTER APPLICATIONS

Date: 4TH AUGUST 2022
Time: 8:30AM – 10:30AM

INSTRUCTIONS TO CANDIDATES
ANSWER ALL QUESTIONS

Create a folder in drive named **DATA:** and **save it as your admission number without backslash** e.g. *chm00121* **(2 Marks)**

All questions should be saved on the above folder.

QUESTION ONE (30 MARKS)

Type the following document and apply the formats as indicated below it. **(15 Marks)**

AUSTRALIAN ADVENTURE

Day 1, Sydney:

You arrive in Sydney at 7 P.M. in plenty of time to settle in.

Day 2, City Tour:

Lunch, featuring a variety of international dishes is included!

Day 3, Great Barrier Reef:

Snorkel or *scuba* dive through the fabulous coral gardens. An expert diver and a marine biologist from *Tres Research* are on board to answer questions about the unusual marine life.

The Spirit of an Adventurer

An adventure is a dare you take personally. It's an opportunity that also involves some risk. Few of us accept such a challenge, although many of us dreamed of adventure during childhood. What is so different about adults who live out their dreams?

Panel Moderator: Each of you has done something the average person would never try. Can you explain why you did it?

Jean: I am intensely curious. I love a physical challenge.

Mike: Curiosity! I am interested in finding out for myself how it really is like.

Susan: The sense of achievement afterwards is just great in itself!

Questions:

- Save the document as "ADVENTURE" followed by your full names. **(1 Mark)**
- Apply the following formats to the heading "AUSTRALIAN ADVENTURE" **(5 Marks)**
Capitalization - Uppercase
Alignment - Centre
Appearance - Bold
Font - Arial Black
Size – 18

- c) Apply the following formats to the subtopic “THE SPIRIT OF AN ADVENTURER” (2 Marks)
- i) Font - Monotype Corsiva
 - ii) Size - 18
- d) Apply a Drop cap, should be dropped 2 lines. (1 Mark)
- e) Highlight the following with green color, *Snorkel, scuba and Tres Research* (1 Mark)
 Apply bold, italic and underlines as shown in the different parts of the document. (3 Marks)
 Proof read your document

QUESTION TWO (20 MARKSS)

- a) Create a new blank word processing document named *Growth Stocks*, and include all the enhancements in the text as shown in the document. (12 Marks)

GH CONSULTANTS
P.O. Box 42089
Nairobi.

Dear Mr. Mwomboko,

REF: GROWTH STOCKS AT NSE

Following your inquiry about which performance on 9 companies over the stocks to consider for long-term last five years. investments, we are happy to provide you with information on the

HIGHEST MARKSET PRICE					
Stock	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
BBK	63.00	52.00	132.50	205.00	211.00
CFC	25.00	30.50	58.00	127.00	600.00
DTK	35.00	49.00	152.00	152.00	82.50
EAP	4.50	10.50	16.25	60.00	49.50
HFCK	8.00	16.00	15.75	51.00	30.00
KCB	36.00	31.00	50.00	100.00	90.00
KENOL	4.25	4.25	24.50	76.00	63.00
NATION	12.00	15.00	19.75	71.00	90.50
UCHUMI	15.00	25.50	29.00	64.50	66.00

Please study the information and lets us know which of these stocks you would like to invest in.

We will be available for further consultation if you feel it is necessary.

Sincerely,

Shares Analyst.

INSTRUCTIONS

- a) Insert a new row below UCHUMI and type “TOTAL” (1 Mark)
- b) Insert a new column to the right and type “AVERAGE”. (1 Mark)
- c) Insert NSE as a water Marks. (1 Mark)
- d) Insert orange as the page color (1 Mark)
- e) Change page orientation to landscape. (2 Marks)
- f) Set margin to narrow. (2 Marks)

QUESTION THREE (20 MARKSS)

- a) Open a spreadsheet program and key in the data in sheet1 as it appears below. Save the workbook as “*Qwishasales*” in your folder. **(12 Marks)**

QWISHA COMPANY SALES PERFORMANCE IN MILLION KSH									
REGION	ANNUAL TARGET	QUARTERLY SALES				TOTAL SALES	AVERAGE SALES	COMMENT	
		1	2	3	4				
NAIROBI	800	145	255	130	150				
CENTRAL	790	190	140	260	140				
EASTERN	650	230	200	220	150				
WESTERN	920	260	145	140	260				
COAST	870	250	210	215	125				
TOTAL									

- b) Use a function and cell address only to compute each of the following
- i) total sales for each region? **(2 Marks)**
 - ii) total sales for each quarter? **(2 Marks)**
 - iii) average sales for each region? **(2 Marks)**
- c) Using the IF function, insert a comment that displays “target met” for the total sales that are above or equal to the Annual targets and “Target not met” if otherwise. **(2 Marks)**