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: 09TH AUGUST 2023
Time: 11:30AM – 1:30PM

INSTRUCTIONS TO CANDIDATES
ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS
QUESTION ONE (30 MARKS)

1. Michael is the chief accountant of Mayfair Group of Hotels. He has procured a Computerized Accounting System for Financial Management in the hotels.
    a) Using Four relevant examples, describe how the hotels will benefit from the procurement of the computerized accounting system.   (4 Marks)
    b) Discuss Four specific features of the system that will enable the organization to generate accurate financial reports and analyse financial data.   (4 Marks)
    c) Using Four relevant examples explain how the computerized system will assist in budgeting, forecasting, and financial planning processes within the hotel?   (4 Marks)
    d) Discuss Four examples of computerized accounting systems that supports financial decision-making within organizations?   (4 Marks)
    e) Discuss Four security measures that Mayfair Group of hotels may enforce to prevent the computerized system from being attacked by malware and hackers.   (4 Marks)

2. Lucy is the Matron of Mayfair Group of Hotels; she wants to ensure that room availability is maintained accurately in the reservation system. This means that when a room is booked, its availability status should be updated automatically to "Booked" in the room availability worksheet. Similarly, when a booking is canceled or modified, the room availability status should be adjusted accordingly.
    a) Using Four relevant examples, describe how MS Excel's referential integrity features, can be used to enforce consistency, and prevent data inconsistencies between the room bookings and room availability worksheets?   (4 Marks)
    b) Using Three examples, describe how Mayfair Group of hotels can create a summary worksheet that displays the total revenue generated from room bookings for each month.
                                                                                (3 Marks)
    c) Explain how the use of absolute references in MS Excel formulas help automate the calculation process when new bookings are added, or existing ones are modified?   (3 Marks)

QUESTION TWO (20 MARKS)

Using the data given, get the sum of all the figures within the range.

	A	B	C	D	E	F	G
1		Mon	Tue	Wed	Thur	Fri	TOTAL
2	Breakfast	3,560	3,186	2,952	3,395	3,436	
3	Lunch	20,163	21,416	19,912	19,681	18,628	
4	Bar	9,873	12,172	12,642	12,711	18,846	
5	Snacks	2,405	3,544	2,694	3,120	3,712	
6	TOTALS						

a)   Briefly explain how to calculate the average spent on Breakfast, lunch, bar and snacks from Monday to Friday   (5 Marks)

b)   Explain and write a function that will be used to calculate the total cost for Breakfast, lunch, bar and snacks from Monday to Friday   (4 Marks)

c)   Describe how to calculate the mean and median for the cost for Breakfast, lunch, bar and snacks from Monday to Friday   (3 Marks)

d)   Describe how to Save your workbook as "Meals" and the work sheet as "Weekly spending".
.   (4 Marks)

e)   Briefly describe how to create a bar graph that displays the table above   (4 Marks)

QUESTION THREE (20 MARKS)

a)   Stationery Supplies Ltd has a payroll that consists of the Basic Pay, Allowances, Gross salary, Deductions and Net Salary. The Allowances are 20% of the basic pay, while the Deductions are 20% of the Gross Salary.

	A	B	C	D	E	F
1	Stationery Supplies Ltd					
2						
3	Name	Basic Pay	Allowances	Gross Salary	Deductions	Net Salary
4	Lewis					
5	Francis					
6	Edwin					
.					.	
.					.	
.					.	
13	Totals					

Using the figure above answers the following questions.

    i)   Explain how to save the table as "Stationery Supplies Ltd".   (3 Marks)
    ii)   Describe how you can use a formula to calculate the Basic Pay.   (3 Marks)
    iii)   Write an if function that can calculate the Allowances.   (4 Marks)
    iv)   Write an if function that can calculate the Gross Salary.   (4 Marks)
    v)   Write an if function that can calculate the Deductions.   (4 Marks)

vi)   Write an if function that can calculate the Net Salary.   (2 Marks)

QUESTION FOUR (20 MARKS)
Popote wireless is a startup telecommunication company.
a)   Discuss how the company can analyse its financial performance using spreadsheets.   (4 Marks)
b)   Using Five relevant examples, describe how it can use spreadsheets to forecast its sales for the
       upcoming year.   (5 Marks)
c)   Discuss how the company can use spreadsheets to create a budget template for the business (4 Marks)
d)   Discuss Five factors that the company should consider when procuring the Ms. Excel software
       .   (5 Marks)
e)   Using Two relevant examples describe how the company can   how it can use MS Excel to to manage
       its inventory efficiently.   (2 Marks)

QUESTION FIVE (20 MARKS

	A	B	C	D	E	F
1	ABC Company Sales Performance Report					
2						
3	Salesman	Qtr1	Qtr2	Qtr3	Qtr4	Total
4	Albert	148	156	171	140	615
5	Carl	122	131	153	118	524
6	Cornell	211	243	246	250	950
7	Edwin	129	150	92	218	589
8	Francis	311	270	247	322	1,150

 Using the Spreadsheet below, answer the following questions.
a)   Describe how to enter the following in a Spread sheet and save as Sales marks.   (3
       Marks)
b)   Describe how to insert   a text orientation of 90º in the first row.   (5
       Marks)
c)   Describe how to change the color of all the text to blue and the font to Ariel.   (5
       Marks)
d)   Using a formula, describe how to   find the total   (4 Marks)
e)   Describe how to delete Row 2.   (3 Marks)