# KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
## UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR
## FIRST YEAR, SECOND SEMESTER EXAMINATION
## FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
## DIT 1013: INTRODUCTION TO COMPUTER ORGANIZATION

Date: 16$^{TH}$ APRIL 2024
Time: 8:30AM-11:30AM

**INSTRUCTIONS TO CANDIDATES**
**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**
**Create a folder in drive named DATA: and <u>save it as your admission number without backslash</u> e.g. *dhr00123*.**
**All questions should be saved on the above folder.**

## QUESTION ONE (30 MARKS)
### THE FATHER OF COMPUTERS

Charles Babbage (1791–1871) was an English mathematician and inventor. He is credited with designing the first digital automatic computer, which contained all the essential concepts found in the ones we use today. Born in London, Charles Babbage studied at Trinity College Cambridge — although he had already taught himself many aspects of contemporary mathematics. It was during this time that he first had the idea of mechanically calculating mathematical tables. In 1823, he obtained government support to design a projected machine, the Difference Engine, with a 20-decimal capacity. Like modern computers, it could store data for later processing. Charles began developing the mechanical engineering techniques while serving as Lucasian Professor of Mathematics at the University of Cambridge. However, the full room-sized engine was never built as the metalworking techniques of the era were not precise enough and too costly.

By the mid-1830s, Charles was already preparing plans for an improved and more complex design: the Analytical Engine, the precursor of the modern digital computer. He envisaged that it would be capable of performing any arithmetical operation based on instructions from punched cards, a memory unit to store numbers, sequential control, and many other basics found in present-day computers.

**Source: https://www.historyofdatascience.com/**
**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, Father of Computers. (6 Marks)
iii. The title should be center aligned, font size 23. (4 Marks)
iv. The body of the passage should be of Tahoma, font size 13 and font colour blue. (6 Marks)
v. Change page colour to yellow. (3 Marks)
vi. Apply line spacing of 2.0, to the body of the passage. (3 Marks)
vii. Enclose the first paragraph in a border. (4 Marks)
viii. Insert the name, Charles, as the page header. (2 Marks)

## QUESTION TWO (20 MARKS)
Use Microsoft Excel to answer the following questions

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | KIGALI MANUFACTURERS- MATERIAL DISTRIBUTION | | |
| 2 | | | | |
| 3 | JAN | ITEM | QUANTITY | DEPARTMENT |
| 4 | | HELMET | 10 | PRODUCTION |
| 5 | | GLOVES (PAIR) | 5 | DISPATCH |
| 6 | FEB | HELMET | 5 | PRODUCTION |
| 7 | | GLOVES (PAIR) | 2 | PRODUCTION |
| 8 | MAR | HELMET | 10 | DISPATCH |
| 9 | | GLOVES (PAIR) | 20 | PRODUCTION |
| 10 | | | | |

i) Enter the data in a spreadsheet as shown above and save the file as, Kigali, in your folder.

(6 Marks)

ii) Using Sumif, calculate the total number of the following items distributed;

    Helmets (3 Marks)

    Gloves (pairs) (3 Marks)

iii) Compute the number of times the following departments picked items;

    Production (3 Marks)

    Dispatch (3 Marks)

iv) Rename the worksheet as, Distribution. (2 Marks)


## QUESTION THREE (20 MARKS)
Use Microsoft Excel to answer the following questions

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | KIZIWI RECRUITMENT AGENCY | | | | | |
| 2 | EMPLOYEE CODE | FIRST NAME | OTHER NAMES | BASIC PAY | ALLOWANCES | DEDUCTIONS | GROSS PAY | NET PAY |
| 3 | D001 | Noel | Oteino Omollo | 100,000 | 4,000 | 2,000 | | |
| 4 | D002 | Peter | Wafula Wabuge | 120,000 | 5,000 | 2,000 | | |
| 5 | D003 | John | Korir Kiptum | 150,000 | 20,000 | 2,000 | | |
| 6 | D004 | Ken | Katana Juma | 150,000 | 5,000 | 2,000 | | |
| 7 | | | | | | | | |

i) Enter the data in a spreadsheet as shown above and save the file as, Kiziwi, in your folder.

(6 Marks)

ii) Using a formula, compute the Gross Pay for each employee. (3 Marks)

iii) Compute the Net Pay per employee using an appropriate formula. (3 Marks)

iii) Calculate the average Net Pay per employee using a function. (4 Marks)

iv) Produce an appropriate chart to plot employees First Name against the Net Pay. (4 Marks)

## QUESTION FOUR (20 MARKS)

You have been invited to make a presentation to during a training session organized by your organization on the importance of teamwork at the work place. Armed with your PowerPoint skills, you have decided to organize your presentation under suitable subtitles each on its own slide.

| | |
|---|---|
| Slide one: Topic and your name. | (2 Marks) |
| Slide two: Meaning of Team Work. | (2 Marks) |
| Slide three: Importance of Team work in Organizational Performance. | (2 Marks) |
| Slide four: How to improve create and reinforce Team Work in an organization. | (4 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 as, Team Work, in your folder. | (2 Marks) |

## QUESTION FIVE (20 MARKS)

Use Microsoft Word to prepare a document as followings;                    (6 Marks)

Page 1: Human Resource Functions

Page 2: Recruitment and Placement

Page 3: Training and Development

Page 4: Remuneration and Compensation

**Additional Information**                                                      (8 Marks)

Insert page numbers as follows;

Page 1: Roman number

Page2-4: Arabic numbers starting at 1.

Insert an automatic table of contents on page (i)                            (6 Marks)