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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, JANUARY APRIL 2024 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER, END OF SEMESTER EXAM
FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT (GROUP II)
CIT 1010: BASIC COMPUTER APPLICATIONS(PRACTICAL)**

Date: 18TH APRIL 2024

Time: 8:30AM-10:30AM

INSTRUCTIONS TO CANDIDATES

- i) Create a folder on your desktop and **save it as your admission number without backslash** e.g. *chm00121*
- ii) All questions should be saved on the above folder.
- iii) Answer question one (compulsory) and any other two questions

QUESTION ONE (30 MARKS)

Produce a document as shown below using Microsoft Word.

HOW TO HUNT A MONKEY

“Do you know how hunters of old used to trap monkeys?” A man asked his child.

“Rather than chasing them up a tree or shooting arrows from below, they’d put a heavy glass jar with a narrow neck on the floor, which had the monkeys’ favourite food inside. They’d then step back and hide, waiting for the unsuspecting animal to approach. *A monkey would reach inside, clench a fist around the food, and try to pull it out. However, the narrow neck of the jar would stop the poor monkey from getting its hand out! It’d pull and pull, but to no avail. There was simply no way to get its hand out of the jar without releasing the food.* Rather than letting go, though, the monkey would persevere, refusing to drop its dinner. The hunters would then approach and catch it to enjoy a meal of their own.”

“Don’t be like that monkey,” warned the man, “In life, to fight another day and grow as person, you must know when to quit, when to move on, and when to let go of whatever’s holding you back.”

Moral of the story:

Sometimes you have to let go and give up what you have now in order to receive something better or for a better future. Don’t let stubbornness be your downfall!

Required:

- i) Type the passage as shown above and format it the way it is. (10 Marks)
- ii) Create a folder on the desktop with your admission number as the folder name. (4 Marks)
- iii) Save the document inside your folder with the file name, monkeys. (2 Marks)
- iv) The title of the passage to be in Algerian font and font size 22. (2 Marks)
- v) The body of the passage to be in Times New Roman font and font size 14. (4 Marks)
- vi) Insert page number at the top left corner of the document. (2 Marks)
- vii) Align the paragraphs as shown above. (4 Marks)
- viii) Apply the bold, italic and underline formatting and font colour red on the title. (2 Marks)

QUESTION TWO (20 MARKS)

Use the following data to answer the Questions below:

Use the work sheet given to answer the question that follow:

Expenses for the Month of January vs. Budget		
	Budget	Savings
Salaries and Wages	156675.00	
Rent	4300.00	
Electricity	1000.00	
Telephone	200.00	
Advertisements	20000.00	
Freight and clearing	15650.00	
Security	3800.00	

- a) Open spreadsheet and save it under your name. (2 Marks)
- b) Create the above table and enter the details. (5 Marks)
- c) Insert a new column between the budget and saving column. (5 Marks)
- d) Enter the title 'actual' in cell C3. (4 Marks)
- e) Calculate the total budget installment. (4 Marks)

QUESTION THREE (20 MARKS)

Create a presentation of five slides about 'MY DREAM JOB' and apply the following question into your presentation

- a) Open a presentation software (1 Mark)
- b) Utilize WordArt on your title slide for the title. (5 Marks)
- c) Apply a slide color scheme appropriate to your slides (5 Marks)
- d) Insert clip art or photo to each slide (5 Marks)
- e) Select a transition and apply it to all slides (2 Marks)
- f) Apply appropriate animation to at least 2 slides. (2 Marks)

QUESTION FOUR (20 MARKS)

Create a database named "school. DB" and perform the following tasks:

- a) Create a table named 'student info' having following table structure. (5 Marks)

Field Name	Data type	Description
Class	Number	
Section	Text	
Roll no	Number	
Name	Text	40 characters long
Status	Lookup wizard	Two value: "Senior", "Junior"
Photo	OLE object	Photos of students
DOB	Date/time	Date of birth of students

- b) Prepare a report of all the field of the above table (5 Marks)
- c) Prepare a form of all the field in the table (5 Marks)
- d) Prepare a query to display all the records (5 Marks)

QUESTION FIVE (20 MARKS)

The business manager “Mwema Construction ltd” has contracted you to design for him a business card and he provides you with the following details;

Name: Muto Calvin

Contract: P.O. Box 855, Moyo

Email: mutocalvin@live.com

Mobile:0772-350 408

Instructions;

- i) Using a publication program of your choice, prepare a page that will contain 10 business cards on paper size A4. (5 Marks)
- ii) All text should appear in font face Times New Roman. (4 Marks)
- iii) In each business card, center the content. (4 Marks)
- iv) Insert on relevant graphic onto the business card. (4 Marks)
- v) Print one copy and save your work as ‘muto’. (4 Marks)