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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR**  
**FOR THE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**  
**CIT 1010: BASIC COMPUTER APPLICATION**

Date: 7<sup>TH</sup> DECEMBER 2023

Time: 8:30AM-10:30AM

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

- a) Explain the following terms as used in spreadsheets; (4 Marks)
- i) Cell
  - ii) Workbook
  - iii) Worksheet
  - iv) Chart
- b) Explain how you can add blank columns in excel. (3 Marks)
- c) **Type the passage below using Ms word.** (5 Marks)

Between us there was, as I have already said somewhere, the bond of the sea. Besides holding our hearts together through long periods of separation, it had the effect of making us tolerant of each other's yarns-and even convictions. The Lawyer-the best of old fellows-had, because of his many years and many virtues, the only cushion on deck, and was lying on the only rug. The Accountant had brought out already a box of dominoes, and was toying architecturally with the bones. Marlow sat cross-legged right aft, leaning against the mizzen-mast. He had sunken cheeks, a yellow complexion, a straight back, an ascetic aspect, and, with his arms dropped, the palms of hands outwards, resembled an idol. The Director, satisfied the anchor had good hold, made his way aft and sat down amongst us.

**W**

e exchanged a few words lazily. Afterwards there was silence on board the yacht. **For some reason or other we did not begin that game of dominoes.** We felt meditative, and fit for nothing but placid staring. The day was ending in a serenity of still and exquisite brilliance. The water shone pacifically; the sky, without a speck, was a benign immensity of unstained light; the very mist on the Essex marshes was like a gauzy and radiant fabric, hung from the wooded rises inland, and draping the low shores in diaphanous folds. Only the gloom to the west, brooding over the upper reaches, became more sombre every minute, as if angered by the approach of the sun. And at last, in its curved and imperceptible fall, the sun sank low, and from glowing white changed to a dull red without rays and without heat, as if about to go out suddenly, stricken to death by the touch of that gloom brooding over a crowd of men.

From '*The Heart of Darkness*', by Joseph Conrad

**Required**

- i) Font – Times New Roman, Font size- 12, Line spacing – 1.5 (3 Marks)
- ii) Insert header – Your full names and admission number (2 Marks)
- iii) Insert footer – page number to be aligned at the center (3 Marks)

**QUESTION TWO (20 MARKS)**

Prepare the table of Content below:

(20 Marks)

**Contents**

CHAPTER ONE: INTRODUCTION.....2  
1.1 Background of Study.....2  
1.2 Statement of the Problem.....3  
CHAPTER TWO: LITERATURE REVIEW.....6  
2.1 Overview.....6  
2.2 Swahili.....6  
2.3 Statistical machine Translation.....6  
2.3.1 Introduction.....6  
2.3.2 Benefits.....7  
2.4 Automatic Word Alignment.....9  
2.5 Standard EM for Word Alignment.....10  
CHAPTER THREE: METHODOLOGY.....15  
3.1 Introduction.....15  
3.2 Research Design.....16  
3.3 Data Collection .....18  
3.3.1 Data Source.....18  
3.3.2 Analyzing Corpus. ....18  
3.4 Model Design.....21  
3.4.1 Corpus Preparation.....21  
3.5 Bayesian Model for Word Alignment in Swahili-English SM.....23  
3.5.1 Illustrative Example.....24  
3.5.2 Model process.....27  
CHAPTER FOUR: EVALUATION.....37  
4.1 Evaluation Methodology.....37  
4.2 Fertility and Over fitting.....37  
CHAPTER FIVE: CONCLUSION AND RECOMMENDATION.....45  
5.1 Introduction.....45  
5.2 Discussion of Findings and Contribution to Society.....45  
REFERENCES.....50

**QUESTION THREE (20 MARKS)**

Prepare the Front and Back of the business card below using Ms Publisher.

(20 Marks)



#### **QUESTION FOUR (20 MARKS)**

Use Ms Powerpoint to accomplish the following instructions

The topic of your presentation will be: “KIRIRI UNIVERSITY.” All about the course am taking?

What knowledge and skills are necessary to do the Course well? How much does it cost to finish the course? Where will you work? What appeals to you about this course? You will need to apply your creative and research skills on this work.

You will be graded based on the criteria below.

**Two points will be awarded for each correct task accomplished below.**

- a) Create a minimum of 5 slides with a slide theme appropriate for the topic. (2 Marks)
- b) Utilize WordArt on your title slide for the title. (2 Marks)
- c) Limit the amount of text per slide to approximately 6 lines with 6 words or less per line. (2 Marks)
- d) Apply a slide color scheme appropriate to your theme. (2 Marks)
- e) Use at least two different slide layouts. (2 Marks)
- f) Insert clip art or photo to each slide. (2 Marks)
- g) Apply a different picture style or picture effect to each picture in your presentation. (2 Marks)
- h) Select a transition and apply it to all slides. (2 Marks)
- i) Apply the same bullets and/or numbering on all slides that require them. (2 Marks)
- j) Apply appropriate animation to at least 2 slides. (2 Marks)

#### **QUESTION FIVE (20 MARKS)**

Create the worksheet shown Below;

	A	B	C	D	E	F
1	<b>Panda EST</b>					
2	<b>Monthly Sales Report - July</b>					
3						
4	<b>Emp. No.</b>	<b>Name</b>	<b>Salary</b>	<b>Sales Amount</b>	<b>Comission</b>	<b>Total Salary</b>
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		<b>Totals</b>	?	?	?	?
13		<b>Average</b>	?	?	?	?
14		<b>Highest</b>	?	?	?	?
15		<b>Lowest</b>	?	?	?	?

- a) Enter the formula to find COMMISSION for the first employee.  
The commission rate is 2% of sales,  $COMMISSION = SALES * 2\%$   
Copy the formula to the remaining employees. (5 Marks)
- b) Enter the formula to find TOTAL SALARY for the first employee where:  
 $TOTAL SALARY = SALARY + COMMISSION$   
Copy the formula to the remaining employees. (3 Marks)
- c) Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, values. (12 Marks)