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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR**  
**FIRST YEAR, SECOND SEMESTER, END OF SEMESTER EXAM**  
**FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT**  
**CIT 1010: BASIC COMPUTER APPLICATIONS**

Date: 16<sup>th</sup> December 2022  
Time: 11:30am-1:30pm

**INSTRUCTIONS TO CANDIDATES**

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- i) Answer all questions.
- ii) All working must be saved in one folder.

**ANSWER ALL QUESTIONS**

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 formatted the way it is. (20 Marks)
- ii) Create a folder on the desktop with your admission number as the folder name. (4 Marks)
- iii) Type the document and save it in your folder with the file name, monkeys. (8 Marks)
- iv) The title of the passage to be in Algerian font and font size 22. (8 Marks)
- v) The body of the passage to be in Times New Roman font and font size 14. (8 Marks)
- vi) Insert page number at the top left corner of the document. (4 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. (4 Marks)