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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FOR THE CERTIFICATE IN HOSPITALITY MANAGEMENT (GROUP II)
CIT 1010: BASIC COMPUTER APPLICATIONS (PRACTICAL)**

Date: 17TH AUGUST 2023

Time: 8:30AM -10:30AM

INSTRUCTIONS TO CANDIDATES
ANSWER ALL QUESTIONS

INSTRUCTIONS

- i) Create a folder in drive named **DATA:** and **save it as your admission number without backslash**
e.g. *chm00121*
- ii) All questions should be saved on the above folder.
- iii) Answer all question

QUESTION ONE (30 MARKS)

Inspiring life story of KFC's Colonel Sanders

Sanders was born in 1890 in Henryville, IN. When he was six years old, his father passed away leaving Sanders to cook and care for his siblings. In seventh grade, he dropped out of school and left home to go work as a farmhand. Already turning into a tough cookie.

At 16, he faked his age to enlist in the United States army. After being honorably discharged a year later, he got hired by the railway as a laborer. However, he got fired for fighting with a coworker. While he worked for the railway, he studied law--until he ruined his legal career by getting into another fight. Sanders was forced to move back in with his mom and get a job selling life insurance. And guess what? He got fired for insubordination. But this guy wouldn't give up

Required:

- a) Type the above passage in Microsoft word and save it as, Inspiring Life Story. (8 Marks)
- b) Apply red font color and yellow text highlight color to the entire passage. (4 Marks)
- c) Insert the page number at the bottom margin of the document. (3 Marks)
- d) Change the document orientation to be landscape. (3 Marks)
- e) Format the title to be of font size 36 while the body of the passage font 12. (4 Marks)
- f) Add a water mark of your choice on the document. (4 Marks)
- g) Create a large capital letter at the beginning of the paragraph. (4 Marks)

QUESTION TWO (20 MARKS)

Use the following data to answer the Questions below:

A Chemist shop sales some medicine to customers on credit. The credit terms request the customer to make a deposit of 25%. The balance after deposit is paid in monthly installments over 24 months without interest.

The shop customers and medicine credit values are:

	A	B	C	D	E	F
1						
2						
3	NAME	MEDICINE	DEPOSIT	BALANCE	MONTHLY INSTALMENTS	
4	AGHA KHAN PHARMA	75000	18750	56250	2343.75	
5	FALCON PHARMA	65000	16250	48750	2031.25	
6	KIBOSHO PHARMA	94200	23550	70650	2943.75	
7	MAWENZI PHARMA	92000	23000	69000	2875	
8	MUHIMBILI PHARMA	95000	23750	71250	2968.75	
9	OCEAN ROAD PHARMA	67900	16975	50925	2121.875	
10						

Using excel formulas, calculate the values of the selected cells that is used to find:

- a) Open excel document and save it under your name. (2 Marks)
- b) Create the above table and enter the details. (5 Marks)
- c) Deposit amount. (5 Marks)
- d) The balance amount. (4 Marks)
- e) The monthly installment amount. (4 Marks)

QUESTION THREE (20 MARKS)

The Manager of Neema Counselling Group would like to prepare a presentation to sensitize their clients on the counselling services that they are offering.

- a) Open a presentation program and use the outline and content in table 1 to create the presentation. Save the document as counselling in the KNECEXAM folder. Use appropriate slide layouts.

(18 Marks)

Slide No	Content															
1	<p style="text-align: center;">NEEMA COUNSELLING GROUP P.O. BOX 6353-0100 NAIROBI</p>															
2	<p>Many students are surprised at how beneficial counselling can be. Students come to counselling to talk about a wide range of issues. It does not matter how big or small these concerns may be.</p> <p>Some of the personal issues addressed by counsellors include:</p> <ul style="list-style-type: none"> • stress • Family issues • depression • Panic and anxiety • Abuse • relationship issues • motivation • sexuality 															
3	<p style="text-align: center;">BENEFITS OF SELLING TO STUDENTS</p> <ul style="list-style-type: none"> • Enables a person gain enormous relief from sharing with loved ones. • Enables a person to be holistic and personally motivated. 															
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">TYPES OF COUNSELLING</th> </tr> <tr> <th style="width: 33%;">TYPE</th> <th style="width: 33%;">COST PER SESSION</th> <th style="width: 33%;">LOCATION</th> </tr> </thead> <tbody> <tr> <td>STRESS MANAGEMENT</td> <td style="text-align: center;">1000.00</td> <td>LILY HOSPITAL</td> </tr> <tr> <td>RELATIONSHIP</td> <td style="text-align: center;">500.00</td> <td>SPORTS GROUND</td> </tr> <tr> <td>MARITAL</td> <td style="text-align: center;">1500.00</td> <td>NEEMA GROUNDS</td> </tr> </tbody> </table>	TYPES OF COUNSELLING			TYPE	COST PER SESSION	LOCATION	STRESS MANAGEMENT	1000.00	LILY HOSPITAL	RELATIONSHIP	500.00	SPORTS GROUND	MARITAL	1500.00	NEEMA GROUNDS
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5	<p style="text-align: center;">DIRECTION</p>															
6	<p style="text-align: center;">CONCLUSION ALL ARE WELCOME.</p>															