



MACHAKOS UNIVERSITY

University Examinations for 2019/2020

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR THIRD SEMESTER EXAMINATION FOR

CERTIFICATE IN INFORMATION TECHNOLOGY

1920/102B: COMPUTER APPLICATIONS (practical)

DATE: 16/12/2020

TIME: 8:30 – 11:30 AM

INSTRUCTIONS

Attempt all the four tasks

*Create a folder named **KNEC** on the desktop to save your work.*

TASK 1

- a) open a word processing program and create the following document as it appears. Save the document as *Task1a* in the **KNEC** folder. (8 marks)

Business Plan

Fancy's Food Limited

P.O. Box 111

Nairobi. Kenya

December 4, 2020

Executive Summary

Nancy and Brown have

Kenya for
restaurant in

1 st Restaurant opened in Mombasa

been involved with the food industry in

several Years. They opened their first

Mombasa, Kenya in 2001, and their second

in Nakuru in 2005. Although praised for the quality of many of the items on their menu, they have attained a special notoriety for their desserts.

Table of contents

Background and History

Description of Products

Nancy and Michael Brown have developed several recipes for flavored whipped cream topping.

They include:

- Chocolate
- Raspberry
- ~~Cinnamon~~
- Almond, and
- Strawberry.

Competition

Marketing Strategies

Financial Projections

Return on	=	Net Profit before Taxes	=	\$42,,550.00	=	20.44%
Equity		Net Equity		\$208,160.00		

APPENDIX

Appendix 1: Resume

Appendix 2 – Processing Flow Chart

- b) Open a word processing program and create the following document as it appears. Save the document as *Task1a* in the **KNEC** folder. (2 marks)

TO: [Title] [Name]

Dear [Salutation]

RE: FANCY FOODS LIMITED BUSINESS PLAN

I am pleased to introduce to you Fancy Food's Limited; the most respected fast foods business in Mombasa. Find attached the detailed Business Plan for your review and Further discussion as agreed during our last meeting.

Yours Faithfully,

Michael Brown

Executive Director

- c) Create a data source with the following information and save the document as Task 1b_2 in the KNEC folder. (2 marks)

Salutation	Title	NAME
Madam	Mrs	Nancy Brown
Sir	Mr	Paul Smith
Sir	Mr	Peter Great

- d) Merge the data source to the Task1b_1 document. (2 marks)
- e) Save the merged document as Task 1c in the KNEC folder. (1 mark)

TASK 2

- a) Open a spreadsheet program and key in the information as it appears, save the workbook as Task2 in the KNEC folder. (5 marks)

	A	B	C	D	E	F
1	Fancy Foods Limited					
2			January	February	March	Total
3	Revenues		11,450	11,450	11,450	
4	Expenses					
5		Cost of Goods Sold	8,550	6,500	7,425	
6		Utilities	100	130	112	
7		Insurance	200	200	200	
8		Sales Promotion	500	250	225	
9		Transportation	350	200	200	
10		Miscellaneous	50	150	260	
11	Monthly Expenses					
12						
13	Total Cash Flow					
14	VAT Payments	16%				
15	Net Income					

- b) Insert a row above row 2 and merge the cells A2:J2. (1 mark)
- c) Key in the following text in A2:J2 as it appears. (1 mark)

Quarter 1 Cash Flow Statement

January 2017 – March 2017

- d) Using appropriate formula and cell addresses only, calculate
- i. Total and Monthly expenses. (2 marks)
 - ii. Total Cash flow for each month given that, Total cash Flow is Revenue Less Expenses. (1 mark)
 - iii. Vat for each Month using the rate given. (2 marks)
 - iv. Net income given that Net income is Total Cash flow Less VAT Payments. (1 mark)
- e) Create a Bar chart showing the Revenue and the Monthly Expenses. (2 marks)

TASK 3

- a) Open a database program and create a database file named *Hvalley* in the KNEC folder. (1 mark)
- b) Create the following tables named *salary*, *department* and *employee* in the database file created in (i) above applying an appropriate primary key and enter the data below. (6 marks)
- c) Apply appropriate data types to each field. (1 mark)

Salary Table	
SPoint_Id	Salary_Amount
S30	22,500
S31	23,600
S32	24,100
S33	24,000

DEPARTMENT	
Department_Id	Department_Name
HF001	Finance
HHR05	Human Resource
HM002	Marketing
HP003	Production

EMPLOYEE				
Emp_Id	Emp_Na me	Emp_ Gend er	SPoi nt_I d	Depart ment_I D
2005_01	K. Colli ns	Male	S30	HF001
200	D.	Femal	S31	HHR0

5_0 26	Doro thy	e		02
200 8_5 50	Y. Yusu f	Male	S31	HP003
200 9_0 10	M. Mary	Femal e	S33	HHR0 5
201 0_4 50	H. Harr y	Male	S32	HHR0 02
201 6_9 99	J. Jones	Femal e	S32	HHR0 5

- d) Create a relationship between the tables. (1 mark)
- e) Create a form for the employee Table. (2 marks)
- f) Create a Query to display:
- Employees whose name end with y, save as y;
 - Employees in the Marketing department, showing: Emp_Id, Emp_Name, Department_Name, Salary_Amount. Save as Marketing (2 marks)
- g) Generate a report to display the query on Marketing. (2 marks)

TASK 4

- a) Open a presentation program and create the slides as shown below, using appropriate slide layout for each slide. Save the presentation as Task4 in the KNEC folder. (10 marks)

Slide	Slide Content
1	PERFORMANCE FOR THE YEAR 2017 QUARTER 1: January – March 2017

2	Introduction ✓ Introduction ✓ The revised Structure ✓ Quarter 1 Objectives and Targets ✓ Quarter 1 Cash flow Statement ✓ Q&A																																																																		
3	The Revised Structure																																																																		
4	Quarter 1 Objectives and Targets OBJECTIVE Reduce Expenses by 15% WEIGHT 1 TARGET 15% Reduction FINAL																																																																		
5	CASH FLOW STATEMENT <table><tr><th colspan="6">Fancy Foods Limited</th></tr><tr><th></th><th></th><th>January</th><th>February</th><th>March</th><th>Total</th></tr><tr><td>Revenues</td><td></td><td>11,450</td><td>11,450</td><td>11,450</td><td></td></tr><tr><td>Expenses</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Cost of Goods Sold</td><td>8,550</td><td>6,500</td><td>7,425</td><td></td></tr><tr><td></td><td>Utilities</td><td>100</td><td>130</td><td>112</td><td></td></tr><tr><td></td><td>Insurance</td><td>200</td><td>200</td><td>200</td><td></td></tr><tr><td></td><td>Sales Promotion</td><td>500</td><td>250</td><td>225</td><td></td></tr><tr><td></td><td>Transportation</td><td>350</td><td>200</td><td>200</td><td></td></tr><tr><td></td><td>Miscellaneous</td><td>50</td><td>150</td><td>260</td><td></td></tr><tr><td>Monthly Expenses</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Fancy Foods Limited								January	February	March	Total	Revenues		11,450	11,450	11,450		Expenses							Cost of Goods Sold	8,550	6,500	7,425			Utilities	100	130	112			Insurance	200	200	200			Sales Promotion	500	250	225			Transportation	350	200	200			Miscellaneous	50	150	260		Monthly Expenses					
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6	END THANK YOU																																																																		

	Q & A
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- b) Insert a new slide below slide 5. (1 mark)
- c) Create a column bar chart in the new slide to compare Utilities and Sales Promotion in the fancy food table. (2 marks)
- d) Insert footer as *Quarter 1 Objectives and Targets* to all slides. (1 mark)
- e) Apply a transition of your choice and medium speed. (1 mark)