

**KENYA METHODIST UNIVERSITY
END OF FIRST TRIMESTER EXAMINATIONS, APRIL 2007**

**FACULTY : SCIENCES
DEPARTMENT : MATHEMATICS AND COMPUTER SCIENCE
UNIT CODE : DCIS 103
UNIT TITLE : OFFICE APPLICATIONS I
TIME : 3 HRS**

Instructions:

- Answer ALL questions.
- This is a practical exam. ALL answers should be saved on the diskette provided.

PART 1: Microsoft Word:

1. Create a simple, one paragraph word document and save it as **question1.doc**. Make the following changes to your document:
 - a. Modify your save options to allow fast saves, and save auto-recovery after 2 minutes. (4 marks)
 - b. Set your save options to allow word to always create a backup copy of your document. (2 marks)
 - c. Add **dcis103** as a password to open, and **dcis000** as a password to modify. (4 marks)
 - d. Add some extra text to your document and save.
2. Create a mail merge document, based on a letter, to send to students with fee balances. You are required to create a new list of at **least** five (5) students with the following fields: **admission number, surname, other names, total fee, amount paid, and balance**. The letter should be addressed to the student, with the details on the amount in the body of the letter, as follows:

**Kenya Methodist University
P. O. Box 267, Meru
10 April, 2007**

Dear

RE: FEE BALANCE:

This is to remind you that you are required to pay a total of Kshs..... as fee this trimester. You have so far paid Kshs....., hence with a balance of Kshs..... You are thus required to make arrangements to clear the balance with immediate effect.

**Thanks
For VC**

Note that the blanks represent the positions where you will insert the merge fields.

(10 marks)

3. Create a template based on the provided document and save it as **mytemplate**. Add suitable font and border formats to the template, as viewed appropriate. (7 marks)
4. For the purposes of the celebrations of the ten years of KEMU, the registrar would like to produce a booklet with information on each academic department. You are required to create a master document for this purpose. The document for each department forms the subdocuments. Add a single sentence in each document and save your work. (8 marks)

PART 2: Microsoft Excel:

Use the following table to answer the questions below:

Kamau Kinuthia Wholesale Shop
sales report for JANUARY 2007

item	no of items	unit price	total
kimbo		50	0
cowboy		23	0
tea leaves		17	0
sugar		120	0
jogoo		73	0
exe baking floor		58	0

5. Create a new macro in a new excel work book. The macro, when run, should do the following:
 - a. Create the table above in sheet1 of your workbook
 - b. Note that total=no of items * unit price. So the macro should store the formula in the total column.
 - c. Draw a column chart on a new sheet.Save the macro as **mymacro1**. (10 marks)
6. Open a new workbook in excel and save it as **question6.xls**.
 - a. Enter the above table in sheet1, and rename the sheet to **January**.
 - b. Enter a similar table for February and march in separate worksheets, renaming the worksheet appropriately.
 - c. Enter data in each of the worksheets. i.e. in the no of items and total column. Remember the total is computed by multiplying unit price by number of items.
 - d. Create another table which now combines the three months, and use formula to get its data from the other three tables (the total column).
 - e. Generate a chart for each of the first three tables.
 - f. Save the changes to your workbook. (15 marks)
7. Open a new excel workbook save it as **question7.xls**.
 - a. Input the table above and enter the necessary data into it.
 - b. Copy the table to sheet2 and another copy to sheet3.
 - c. In sheet1, sort the table by **total**, in **ascending order**.
 - d. In sheet2, filter the table to display only those entries with more than 10 items. Make sure, in your data entry, that at least one item in the **no of items** column is greater than 10.
 - e. In sheet3, filter data to display the highest three totals. (10 marks)