AFRICA NAZARENE

UNIVERSITY

DISTANCE LEARNING

CENTRE:	**RONGAI**
UNIT TITLE:	**CONCEPTS OF COMPUTER APPLICATIONS**
UNIT CODE:	**CSC 100**
LECTURER:	**JAMES OBUHUMA**
TRIMESTER:	**2ND TRIMESTER 2014/2015**
DATE:	**11TH APRIL, 2015**
TIME:	**9.00AM – 11.00AM**

Instructions:

1. Answer **ALL** questions.

2. Create a folder on your desktop called your student name and number. Save your work in that Folder.

3. Upload your work on enaz.anu.ac.ke with a copy mailed to jobuhuma@anu.ac.ke

4. Time: Two hours.

Question One: Ms-Word [20 Marks]

Word 2010 features and benefits

Microsoft Word 2010 offers the best of all worlds: enhanced features to create professional-quality documents, easier ways to work together with people, and almost-anywhere access to your files. Designed to give you the finest document-formatting tools, Word 2010 also helps you easily organize and write your documents more efficiently, and stay within reach so you can capture your best ideas whenever and wherever they occur.

Create visually compelling documents more easily than ever

Word 2010 provides an array of new and improved tools that help you look like a design pro and make your important content stand out.

Add impressive formatting effects - such as gradient fills and reflections - directly to the text in your document.

Choose from more customizable Office themes to coordinate colors, fonts, and graphic formatting effects throughout your documents.

Use new and improved picture editing tools to fine-tune every picture in your document to look its absolute best.

Make a statement with a wide selection of SmartArt graphics to create impressive graphics as easily as typing a bulleted list

Questions:

a) Using MS-Word, type the above text. Save it as "Question One" in the folder created on your Desktop. **[4 Marks]**

b) Justify the entire document **[1 Marks]**

c) Change the title case to UPPER CASE and convert it to any WORD ART of your choice.

[2 Marks]

d) Indent the first paragraph using the 'hanging' method. **[2 Marks]**

e) Set the line spacing for the entire document to 1.5. **[1 Marks]**

f) Insert a header with the following words: "Microsoft 2010 - The future is here already" and Footer bearing your student ID number. **[2 Marks]**

g) Italicize the header and footer and RIGHT align them.   [2 Marks]

h) Create a ROMAN NUMBERED list for the last 5 sentences.   [2 Marks]

i) Make the sentence "Create visually compelling documents more easily than ever" to be BOLD with FONT COLOR red.   [2 Marks]

j) Set the FONT for the entire document is Calibri, font size 12.   [2 Marks]

Question Two: Ms-Excel [20 Marks]

Consider the following:

Customer No Customer Name Customer Address			Order No _____ Order date _____		
Product No	Product Description	Quantity	Price		Total
001	Milk	3	45		
002	Bread	4	50		
003	Butter	1	90		
Sub-total					
Discount (1%)					
VAT (16%)					
Grand Total					

a) Using MS-Excel, create the invoice shown above. Save it as "**your student number**" in the folder created on your Desktop.   [3 Marks]

b) Use appropriate formulas to perform the following tasks:

    i) Compute the total per Product.   [2 Marks]

    ii) Compute the sub-total.   [2 Marks]

    iii) Compute the VAT (where VAT is 16% of the sub-total).   [2 Marks]

    iv) Compute the Grand Total (the sum of the sub-total and the VAT)   [2 Marks]

c) Format the sheet nicely by applying "All Boarders" and any other formatting. **[2 Marks]**

d) Perform the following tasks:

   i) Create a pie chart showing Product Descriptions and Percentage share based on their cost. **[5 Marks]**

   ii) Set the chart title to "Product Budget Share" **[1 Mark]**

   iii) Place the chart on a different sheet then rename the sheet to "Product Budget Share" **[1 Mark]**

Question Three: Ms-Access [20 Marks]

Consider a database with the following tables. Use it to answer the following set of questions:

Employee Table

EmpID	FName	LName	D.O.B	Gender	Job Title	DeptID
E001	Freehafer	Nancy	01/15/1960	M	Sales Representative	3
E002	Cencini	Andrew	09/17/1980	F	HR Manager	2
E003	Fuller	Jan	05/09/1976	M	Sales Representative	3

Department Table

DeptID	Department
1	Marketing
2	HR
3	Sales
4	Operations

a) Using MS-Access, create a database called "Employees" with the above tables. Save it in the folder created on your Desktop. Set the Primary Keys appropriately. **[6 Marks]**

b) Design forms per table and use them to add the record in the tables. The forms should have the same names as table names. **[2 Marks]**

c) Employ the Lookup feature for the Gender field for the Employees table. **[1 Mark]**

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d) Create a query named 'Sales' that displays all employees who fall in the Sales Department.

[2 Marks]

e) Create a query that will display employees who is 30 years and above old. **[4 Marks]**

f) Create a report named 'Employees' that will generate a list of all employees whose FName begins with an 'F'.

[5 Marks]