



AFRICA NAZARENE UNIVERSITY

CENTRE: RONGAI
DEPARTMENT: COMPUTER SCIENCE
UNIT TITLE: CONCEPTS OF COMPUTER APPLICATIONS
UNIT CODE: CSC 100
LECTURER: V. MUKAMI
TRIMESTER: 2ND TRIMESTER 2014/2015
DATE: 3RD APRIL, 2015
TIME: 9.00AM – 11:00AM

Instructions:

1. Answer **ALL** questions.
2. Save your work send it to vmukami@anu.ac.ke
3. Time allowed: Two hours

Microsoft Word – 20 Marks

Type the following excerpt and use it to answer the questions below.

Little children pushed other children out of harm's way. Kenyan police run into harm's way for us with no helmet, no bullet proof vests and regular shoes. A Muslim man wrote a short prayer on a piece of paper for a Christian man he was hiding with and helped him to memorise it in case the terrorists asked him to say something from the Quran.

Kenya Red Cross Secretary General Abbas Gullet put on a volunteers' vest and went on site to work with his paramedics. The Kenya Defense Forces went in there like superheroes. No hospital turned a patient away.

Blood donors came out in huge numbers to donate blood. Heaven was filled with prayers and questions. We will prevail. "We are as brave and invincible as the lions on our coat of arms" – President Uhuru Kenyatta

1. Type the above information and format it appropriately to appear as shown. (6 Marks)
2. Center the title 'Celebrating the Kenyan spirit in adversity' of the document and bold it (2 Marks)
3. Justify the whole document (1 Mark)
4. Put a border around the whole document (2 Marks)
5. Add a header bearing your Name and Student number (2 Marks)
6. Insert page numbers to your document at the bottom and center (2 Marks)
7. Add the following as a footnote for the document (2 Marks)
Courtesy Martin Njihia (The Standard)
8. Insert a watermark with the words Online Article. (1 Mark)
9. Insert the following banner and format it as is. (2 Marks)



Microsoft Excel – 20 Marks

Insert the following data into Microsoft Excel and use it to answer the questions below.

AFRICA NAZARENE UNIVERSITY								
B.SC COMPUTER SCIENCE CLASS MARKS								
	NAME	CHEM	MATHS	ENGLISH	HIV/AIDS	TOTAL	AVG	GRADE
1	James Kingona	76	71	74	78			
2	Haron Mark	91	86	89	84			
3	Jane Maina	47	54	56	60			
4	Alice Kemuma	65	62	60	62			
5	Kan Macharia	48	46	44	49			
6	David Sewe	73	68	71	70			
7	Charles Mbaka	37	41	48	49			
8	Gloria Makiya	56	54	55	58			
9	Elibeth Wanga	62	60	61	64			
10	Irene Omache	70	73	69	71			
	TOTAL							
	AVERAGE							

1. Type in the following into excel and format exactly as is. **(5 Marks)**
2. Calculate the total marks for the subjects using a formula **(2 Marks)**
3. Calculate the average marks for the subjects using a formula **(2 Marks)**
4. Compute the class averages and totals using a formula **(3 Marks)**
5. Sort the data in the Total Column in descending order **(2 Marks)**
6. Calculate the grade using the following scale: Marks greater than or equal to 40 is a pass and lower than 40 is a fail. **(4 Marks)**
7. Create a bar graph that compares the subjects versus their averages. **(2 Marks)**

Microsoft Access– 20 Marks

Create a database file named **EMPLOYEES** to contain one table named **Employee Details** with the following details.

Emp ID	Name	Department	Age	Basic Pay
245	Rehema Wanjala	Management	52	50000
246	Jackson Shiundu	Technical	48	45000
247	John Mariga	Marketing	45	28000
248	Brian Onduto	Marketing	56	32000
249	Maurice Makau	Marketing	34	45000
250	Anthony Kanini	Management	25	43000
251	Douglas Musonye	Management	46	35000
252	Bretta Mutua	Marketing	44	36000
253	Dorothy Oduor	Sales	28	52000

1. Set the **field names, data types and primary key field** appropriately. **(5 Marks)**
2. Create a **query** named '**marketing**' that lists all the employees in the marketing department. **(4 Marks)**
3. Use a **query** name '**aged**' to get a list of all those employees aged above 45. **(4 Marks)**
4. Create a **form** named **employee details form** to display the data in the employees table. Add **yourself** as a new employee into the list using the form. **(3 Marks)**
5. Create a report named **wazee** from the aged query. **(4 Marks)**