



AFRICA NAZARENE UNIVERSITY

DISTANCE LEARNING

CENTRE: RONGAI
DEPARTMENT: COMPUTER SCIENCE
UNIT TITLE: CONCEPTS OF COMPUTER APPLICATIONS
UNIT CODE: CSC 100
LECTURER: JAMES OBUHUMA
TRIMESTER: 3RD TRIMESTER 2014/2015
DATE: 14TH AUGUST, 2015
TIME: 2.00PM – 4.00PM

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]

Insecurity is always the key for a country to survive and focus on its economy, the Kenyan Insecurity started during the time of bomb blast that was in the year 1998, Mugiki killings, Post-election violence, cattle rustling and the current killings of Al shaabab. Insecurity is a big challenge to the government and entire society. Food security and HIV has been in the country for quite some time now, the country has put measures of managing and stopping the spread of infectious diseases. Women and children in slums face problems of lacking access to clean water and being raped.

Questions:

- a) Using MS-Word, type the above text. Save it as “Question One” in the folder created on your Desktop. [2 Marks]
- b) Drop cap the first letter in paragraph one to three lines. [2 mark]
- c) Justify the entire text [1 mark]
- d) Change the font style to centaury Gothic and font size to 12. [2 Marks]
- e) Make three paragraphs and make the second paragraph bold and italics. [1 Mark]
- f) Insert a heading “Insecurity” and choose a word art of your choice. [2 mark]
- g) At the end of your text, insert any picture from clip art and assign it an appropriate heading. [2 Marks]
- h) Insert your student number as a footer and your name as the header. [2 Marks]
- i) On page 2 create the table below and format it exactly the way it is:

NAME	SEX	NATIONALITY	CITY

Answer the following questions:

- 1) Between column Sex and Nationality, insert another column and assign it a heading “Current Area of residence”. [2 Marks]
- 2) Merge all the cells under column “Nationality”. [2 Marks]
- 3) In the merged cells above, type “It does not matter” and apply color red [2 Marks]

QUESTION TWO: MS-EXCEL [20 Marks]

Consider the following:

Customer No			Order No _____	
Customer Name			_____	
Customer Address			Order date _____	
Product No	Product Description	Quantity	Price	Total
001	Milk	3	45	
002	Bread	4	50	
003	Butter	1	90	
Sub-total				
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 Mark]
 - 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 Borders” 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 Marks]
 - 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:

Table Name: Cars

CarID	Make	Model	Category ID
B1	Toyota	Prado	C1
B2	Subaru	Golf	C2
B3	Nissan	Pathfinder	C1
B4	Toyota	Celica	C2
B5	Subaru	Forrester	C1
B6	Toyota	Carina	C3
B7	Nissan	Murano	C1
B8	Jeep	Cherokee	C1

Table Name: Categories

Category ID	Category	Location
C1	SUV	Mombasa Road
C2	Sports	CBD
C3	Saloon	Waiyaki Way

- a) Using MS-Access, create a database called "Vehicle" with the above tables. Save it in the folder created on your Desktop. Set the Primary Keys appropriately. **[6 Marks]**
- b) Create a query called "CarDetails" that will enforce a relationship between the tables. **[3 Marks]**
- c) Create a form for the Cars table called Cars_Form and add the following: **[2 Marks]**

B9	Subaru	Impreza	C2
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- d) Create a **parameter query** that will request users to input the category and get results of all Cars under the given category. Name the query parameter Category. **[3 Marks]**
- e) Create a query that will list all Nissans found in the CBD **[3 Marks]**
- f) Create a report that shows all the cars from the query on question (e). **[3 Marks]**