



MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2016/2017

SECOND YEAR FIRST SEMESTER EXAMINATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE IN APPLIED STATISTICS AND BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE WITH INFORMATION TECHNOLOGY

MAIN CAMPUS

MIT 203: COLLECTING AND ORGANIZING DATA

Date: 8th December, 2016

Time: 9.30 - 6.30 pm

INSTRUCTIONS:

- Answer question ONE and any other TWO questions.
- Observe further instructions on the answer booklet.



Question 1 (30mks) (compulsory)

- a). Name and discuss different types of data collection techniques (10mks)
- b). Define the following terms
 - i). Workbook
 - ii). Database (2mks)
- c). State and explain five application areas where spreadsheet software can be used. (10mks)
- d). Name any four error messages in excel hence show how they can be solved. (8mks)

Question 2 (20mks)

- a). With examples explain what you understand by the term "Data sorting" in data analysis. (5mks)
- b). Identify and explain the four types of data in Spreadsheets. (12mks)
- c). Outline any three purposes of opening a saved worksheet. (3mks)

Question 3 (20mks)

- a). Discuss any five principles that should be observed when designing a questionnaire. (10mks)
- b). A worksheet table has columns A through N. The Chief Accountant doesn't require the information contained in columns E, F and G. Give a step-by-step procedure on how to make sure that only the columns with the required information are printed. (5mks)
- c). Outline any five types of charts and their uses. (5mks)

Question 4 (20marks)

a) The following is a simple payroll

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	A	B	C	D	E	F	G	H	I
1	Name	Hours Worked	Hourly Rate	Basic Pay	Gross Pay	Tax Deductions	NSSF Contributions	Allowances	Net Pay
2	John	8	200						
3	Peter	12	450						
4	Sam	22	200						
5	Njogu	30	250						
6	Mary	16	220						
7	Sally	45	400						
8	Jane	15	150						
9	Fiona	3	300						
10									
11									

Requirement

Write formulas using cell names for the following expressions. State where the formula is placed.

- Basic pay = Hours worked * Hourly rate.
 - Allowances are allocated at 10 percent of the basic pay.
 - Gross pay = Basic pay + Allowances.
 - Tax deduction is calculated at 20 percent of the gross pay.
 - Net pay = Gross pay - Tax deductions. (10marks)
- b) Explain any five ethical considerations to be put in place during the choice and development of data collection techniques. (10marks)

Question 5 (20marks)

- Highlight any five integrated functions that are used in MS-Excel. (10marks)
- What is the importance of data validation in database management?
 - Explain the different types of data validation in MS-Excel. (10marks)