METROPOLITAN INTERNATIONAL UNIVERSITY
FACULTY OF SCIENCE AND TECHNOLOGY,

Course Title : *COMPUTER APPLICATIONS*

Instructions

1. *Do not write anything on this question paper*
2. *Attempt all questions. All questions carries equal marks.*
3. *Begin each question on anew page*
4. *Use of relevant examples and illustrations earns you extra credit]*
5. *Put your name and registration number*

Take home assignment

Deadline : tomorrow mid-night 06th.10.2024

A link shall be provided when submitting work

Section A: WORD

Question one

a) Load a word processing program and type the following text.

Despite the word recession, those with secretarial training and qualifications still obtain jobs. technicality is changing the job of the secretary but not eliminating it.

Office technology in the form of word processors, electronic memory, typewriter, telex, calculators and photocopiers, saves the secretary time and eliminate drudgery.

- Shorthand and typewriting continuing to be the basic skills for the better jobs.
- The top secretary also needs to have a broad educational background and experience.
- Pitman's shorthand will remain in the memory for a life time.
- There is an increase in the employment of secretaries who have returned for a second Career.
- Good English is vital since secretaries themselves now compose and then type many letter.

Required (type as it is)

(a) Insert a heading as secretarial qualifications
(b) Center, bold and underline the heading
(c) Change the heading to upper case
(d) Format the text body to font CALIFONIA FB, color blue and size 18
(e) Double space the text body and paste on the next page
(f) Insert a texture as water droplets
(g) Insert page borders on the first page and the last page
(h) Insert a water mark of your names in color dark Red
(i) Insert a header as MISD and a footer as your registration number
(j) Insert a shape of 4 points star and you send it behind the text
(k) Insert this equation $f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$
(l) Create a folder as test and save your work in it

Question Two

The text below shows A notice by the Head of ICT department to all New S5 ICT students

a) Use any suitable word processor of your choice, produce the notice below as it appears (7 marks)

I welcome all of you to this great institution

Take note of the following

Behaviors that must be avoided while in the computer laboratory

- No eating and drinking: food particles may attract flies. Spilled drinks may causing rusting and short circuiting
- Attempting to fix computer faults without authorization: this is because it could easily lead to further damage, electrocution and short circuiting
- Equipments in the lab may not be removed, modified, relocated or disassembled without permission from the lab attendant
- Scheduled classes in the lab have priority over all other users
- Displaying of offensive graphical images such as pornography is strictly forbidden
- Sen ding/ posting harassing messages to others is prohibited
- Be respectful to other lab users, equipments and are all the time

ICT lab allocation time table

	7:00-9:20 am	9:20-10:40am		11:00-1:00pm		2:00-4:00pm	4:00-6:00pm
Mon			**B**		**L**		
Tues			**R**		**U**		
Wed			**E**		**N**	DEBATING	
Thur			**A**		**C**		
Frid			**K**		**H**		
sat							

Make sure that the whole time table appears on one page

b) Change the font type of the welcome remark (first sentence) to "castellar", font size 16 and bold

(2 marks)

c) Underline and bold the second sentence with font size 14, font face Calisto MT (2 marks)
d) The body text of behaviors of the lab should be **Times New Roman** font size 13 (2 marks)
e) Change the bullets on the behaviors while in the lab to numbering format of small roman numerals (1 mark)
f) Color "**ICT Lab allocation time table** " RED, while **BREAK** and **LUNCH** to color Green, **debating** to yellow (2 marks)
g) Fill in the following in the time table for senior five ICT class: **ICT theory** on Monday 7:00-9:20am and **ICT Practicals** on Friday 11:00-1:00pm (1 mark)
h) Insert your name and registration number as a header (1 mark)
i) Save your work as your name and registration (1 mark)
j) Print all your work (1 mark)

SECTION B: EXCEL

Question three

The statistics below show rainfall received (in mm) in a certain district for seven months.

February – 286, march – 281, April – 291, May – 158, June – 181, July – 133, August – 191.

a) Using a suitable spreadsheet program, enter the above data. All the months should be in column A. *(3 marks)*
b) Provide a suitable Heading for the spreadsheet table called **Rainfall statistics**, center it with font size 20.5 *(3 marks)*
c) Using suitable function/ formula, calculate the;
   i. Average monthly rainfall in the seven months in row 10 *(1 mark)*
   ii. Maximum value of rainfall in row 11 *(1 mark)*
   iii. Minimum value of rainfall in row 12 *(1 mark)*
d) Apply a border on the data you have entered in the worksheet *(1 mark)*
e) Create a column graph for all the entries above of **rainfall received** per month just below the table and include:
   i. A title "**rainfall statistics over 7 months** *(1 mark)*
   ii. Axis labels *(1 mark)*
f) Create a pie chart showing amount of rainfall received in percentage. Place the pie chart below the bar graph *(2 marks)*
g) Copy both the bar graph and pie chart to sheet 2 *(1 mark)*
h) Rename sheet 1 as **table** and sheet 2 as **graphs** *(2 marks)*
i) Provide your name and combination in cell just below the pie chart *(1 mark)*
j) Save your work as your name and combination *(1 mark)*
k) Print your work *(1 mark)*