



# COLLEGE OF HUMAN RESOURCE MANAGEMENT

## HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

### ICT ASSIGNMENT

LECTURER: ANTHONY KARANI

#### INSTRUCTIONS

- Attempt all questions*
- Marks will be awarded for the use of relevant examples*

#### THEORY

- Distinguish between of customized packages and utility programs [4 marks]
- Define the term office automation [3 marks]
- Describe four functions of an operating system [8 marks]
- Outline three types of operating systems [2 marks]
- Explain three reasons that would make an organization prefer to use in-house packages over off-shelf packages [6 marks]

#### PRACTICAL

First Name	Department	Basic pay	Age (Yrs)	STATUS	House All	Bonus	Gross pay	Tax	NSSF	NHIF	Gross Dedn
Michael Mwatela	Computer	15,000	34	Single							
Janet Kina	Computer	17,000	44	Married							
Jackson Kiplangat	Finance	19,000	33	Divorce							
Protas Okioma	Research	21,000	33	Single							
Vincent Onyano	Research	23,000	25	Single							
Louise Atieno	Computer	25,000	26	Married							
Mercy Mwenda	Finance	27,000	28	Married							
Nicholas Mutuku	Finance	29,000	29	Divorce							
Peter Mwangi	Finance	31,000	24	Divorce							
Alice Sangole	Research	33,000	40	Single							
Stanslaus Mwenesi	Computer	35,000	20	Married							
William Muronge	Finance	37,000	43	Single							

- House allowance is 25.9% of basic pay
- Bonus is 1.5% less than house allowance
- NSSF 3% of basic pay
- NHIF is 2% more than NSSF
- Gross pay = basic pay + house allowance + annual bonus
- Tax rate is 15% of gross pay
- Total deduction = TAX + NSSF + NHIF
- Create a new column after total deduction and call it net pay. Calculate the net pay
- Format all figures except age to have currency sign "KSh" with 2 decimal places
- Change the orientation of all headers to 45degrees.
- Replace Divorce with Divorced.
- Eric Olepei has been left in between Louise Atieno and Mercy Mwenda. Insert the name and enter the relevant details as follows basic pay 28,000.00, department research, age 30 and married.

- 13) Insert a column before Name, with the header, SN.
- 14) Enter 001 as the serial number for the first Name and use the Auto fill tool/copy handle tool to copy, increment data entries.
- 15) Label Sheet1 as "payroll" and apply colour green to the tab.
- 16) Insert a blue outside border and a red inside border on your work with light grey shading.
- 17) Arrange the basic salary in descending order.
- 18) Freeze the title and Headers row.
- 19) Filter those in the Research Department and are earning more than 20000 basic pay, copy results to separate new sheets call it Research list.
- 20) Let your work have the title KASHA BUSINESS CENTRE PAYROLL, center aligned, red color and cells centered across the table.
- 21) Insert a Pie Chart to represent names and gross pay in a new sheet labelled "Names", let it show percentages.
- 22) Using COUNTIF () show how many people are in the computer department.
- 23) Using SUMIF () calculate the sum of the basic salary for different departments.
- 24) Create a new column called pay, use the IF() function to enter the pay based on the following conditions, those earning more than 25,000, they pay 5% of the NHIF, those earning less than 25,000 the pay is 2.5% of the NHIF.
- 25) Use the IF () Function to come up with the following: those in the computer department pay 7% of their basic salary as service levy, Finance 8% of the basic salary, Research 10% of the basic salary. ***(this column should be labelled service levy)***

Save your work as "creative exercise".

**NOTE:**

**The theory should be handed in hard copy and the practical sent to the following email address as an attachment. This should be done on or before 11<sup>th</sup> sept 2014**

**Email address:            *hdsec2014@gmail.com***