



# COLLEGE OF HUMAN RESOURCE MANAGEMENT

HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT: COMPUTER APPLICATIONS

LECTURER: ANTHONY KARANI

## INSTRUCTIONS

- Attempt all questions
- Marks will be awarded for the use of relevant examples
- Allowed time: 2 hours 30mins

## THEORY

- Describe the following [12 marks]
  - Distributed operating system and single user operating system
  - Multiprocessing and multi-tasking
  - Utility programs and in-house packages
- Outline three benefits of office automation [3 marks]
- Define the term computer software [2 marks]
- List three functions used in Microsoft excel [3 marks]

## PRACTICAL

NAMES	DATE OF BIRTH	STATUS	BASIC PAY	H/ALL.	BONUS	GROSS	TAX
Eunice Daly	12/5/1976	MARRIED	80000				
Leonara Duffy	5/2/1965	MARRIED	21000				
Anna Brown	4/3/1985	SINGLE	54000				
Mabel Healy	12/11/1979	SINGLE	35000				
Susanne Dowling	2/1/1980	MARRIED	30000				
Lisa Hickson	8/6/1976	MARRIED	45000				
Elaine Maguire	1/2/1966	MARRIED	85000				
Denise Shaw	2/19/1988	MARRIED	75000				
Thomas Loutsios	8/11/1982	SINGLE	26000				
Pauline Farrell	5/14/1977	MARRIED	64000				
Thomas Davis	6/25/1981	SINGLE	35000				
Lisa Nichols	1/1/1985	SINGLE	56000				
Darren Curran	2/25/1967	MARRIED	22000				

## Required;

- House allowance is 9% of basic pay
- Bonus is 6.5% of basic pay
- Calculate the Gross pay
- Tax rate is 12% of gross pay
- Create a new column after tax and call it net pay. Calculate the net pay
- Format all figures except age to have currency sign "¥" with 2 decimal places
- create a column chart to represent the information.move it to a new sheet name it **payroll**
- On your chart insert a title X-axis and Y-axis
- insert a new row above the column heading and the enter the title **employee payroll** after merging and centering
- Filter the married employees only, copy and paste the filtered data in sheet 2.
- Rename sheet 2 and call it **married**
- Save your work as "**excel practical**" on the desktop in a folder with your name and admission number.