



COLLEGE OF HUMAN RESOURCE MANAGEMENT

HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT: COMPUTER APPLICATIONS

LECTURER: ANTHONY KARANI

INSTRUCTIONS

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

SECTION A: THEORY

[30MARKS]

1. Describe the following network topologies [9 marks]
 - a) Star topology
 - b) Mesh topology
 - c) Ring topology
2. Distinguish between customized packages and utility programs [4 marks]
3. Briefly describe the following terms [8 marks]
 - a) Modem
 - b) Malware
 - c) Booting
 - d) Master file
4. What are the health challenges posed by the continuous use of a computer system? [3 marks]
5. Outline three Microsoft excel functions [3marks]
6. Benefits of using an excel application in a human resource department [3marks]

SECTION B: PRACTICAL

[70MARKS]

1. **Create the document below**

SAVING A DOCUMENT IN SKYDRIVE

When you save a document in SkyDrive, your document is stored in a central location that you can access from nearly anywhere. Even if you're away from your computer, you can work on your document whenever you have a connection to the Web.

Saving a document in SkyDrive also makes it easy to share the document with others. You can send a link rather than sending an attachment. That way, you maintain just a single copy of the document. If people need to make revisions, they do so in the same copy, with no need to reconcile multiple versions and copies of the document.

Saving Word, Excel, PowerPoint, and OneNote documents in SkyDrive enables you and others to view and edit the documents in a Web browser, using Office Web Apps. This means you can share your document with people without worrying about what application they have installed, because they view and edit the documents in their browser.

REQUIRED

- Apply a boarder to the first paragraph and light grey shading.
- Apply a double underline to the title
- Save the document as “**skydrive**” in your folder on the desktop.the folder should have your name and admission number.

2. Create the table as it is and save it in your folder as “DRAFT RECEIPT”

JIAMINI CRAFTS				
P.O BOX 12006-00200,NAIROBI. CELL: +254721005889				
PRODUCTY ID	PRODUCT NAME	QUANTITY	PRICE	
			KSH	CENTS
TOTAL				

3. Open an ms excel and work the exercise below

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				
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;

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