COLLEGE OF HUMAN RESOURCE MANAGEMENT

DIPLOMA IN HUMAN RESOURCE MANAGEMENT
SUBJECT: ICT APPLICATIONS
LECTURER: ANTHONY KARANI
CLASS: DHRM 2013J

INSTRUCTIONS

a) *Attempt all questions*
b) *Marks will be awarded to creativity and use of relevant examples*
c) *Time Allowed:2 Hours 30mins*

SECTION 1: THEORY [50 marks]

1. Describe the procedure that could be used to create a table in Microsoft word **[4 marks]**
2. Next ltd has connected its computers to the internet. Describe three benefits that will be enjoyed by the company. **[6 marks]**
3. State three characteristic of star topology **[3 marks]**
4. Define the following terms; **[4 marks]**
   a) Extranet
   b) Database
   c) Real-time processing
   d) Barcode reader
5. Define the term **mail merge** as used in Microsoft word **[2marks]**
6. Describe the mail merging procedure **[5marks]**
7. Identify two storage devices that an organization would acquire for backup purposes **[2 marks]**
8. Other than cost describe other four factors to consider when selecting the right software program for your computer **[4 marks]**
9. Distinguish between super computers and hybrid computers **[4 marks]**
10. Describe the procedure that one could use to add a chart on a slide in a PowerPoint presentation **[4 marks]**
11. Outline four benefits of using a database **[4 marks]**
12. Identify two security mechanism that could be incorporated to protect an organization's database from possible threats **[2 marks]**
13. Outline four formulas or functions used to perform calculations in Microsoft excel **[4 marks]**

SECTION 2: PRACTICALS

1. Create the spreadsheet below,

No.	Names	Test1	Test2	Test3	Total	Average	Remarks
STUDENTS DETAILS							
1	Frank	54	87	80			
2	Doris	65	77	67			
3	Sally	76	67	70			
4	Amadi	55	59	78			
5	Khalid	80	43	84			
6	Peter	58	90	56			
7	Janet	34	72	65			

a. Calculate the total marks of each student
b. Calculate the average of every student

c. Format your work to have an outside double border of color blue and inside border of color red with light grey shading.
   d. Calculate the totals and averages of every test
   e. Using the **if function** calculate the remarks if one's average is greater than or equal to 50 then **PASS** but if less than 50 **FAIL.**
   f. Save your work as students in your folder.

2. **Create the document below**

FAULU KENYA LIMITED

Faulu Kenya Limited is a micro finance company, registered in Kenya as a public company with limited liability under the Companies Act, and whose majority shareholder is Food for the Hungry International (FHI), a Bangkok, Thailand-based Christian relief and development organization with operations through-out the world including Kenya. Food for the Hungry International recognizes that there are unique needs of low-income people in urban and rural areas, and that sustainable economic development for the marginalized poor is a top priority issue in the developing world. The transition from basic need level for such people will only occur when they reach a level of income that allows them to be responsible for determining and meeting their other development needs

Faulu Kenya has grown tremendously over the last 13 years. Today, it has sixteen Business Hubs (branches): Central Meru, Molo, Nyahururu, Eldoret, Kitale, Embu and Nakuru. These Hubs are currently serving over 25,000 clients.Nairobi, East Nairobi, West Nairobi, Jogoo Road, Thika, Machakos, Mt. Kenya, Western, Coast,

There are now more than 165 and the Business Support Center growth from only ten employees Kenya operations now cover 35 humble beginnings of one slum the remaining districts members of staff in the sixteen Hubs (Head Office), representing a rapid and one Business Unit in 1993. Faulu of the 63 districts in Kenya, from the village. Plans are in place to expand into gradually.

Required

   1. Format the document to have **Times New Romans** font type and size 12
   2. Apply double spacing to the entire document
   3. Use word art on your title
   4. Justify the entire document
   5. Insert a customized text watermark. Use your name as the watermark.
   6. Change orientation to landscape