



CHRISTIAN SERVICE UNIVERSITY COLLEGE
KUMASI –GHANA
FACULTY OF HEALTH AND APPLIED SCIENCES
DEPARTMENT OF COMPUTER SCIENCE AND I.T.
END OF SECOND SEMESTER EXAMINATIONS, 2019/2020 ACADEMIC YEAR
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION
Level 100
CSUC 104: BASIC COMPUTER LITERACY II

June 2020

[70 marks]

INSTRUCTIONS TO CANDIDATES:

- Answer **TWO** Questions (for 35 marks each)
- For Sub Questions of Question One (1) in **SECTION A** you are required to **create electronic files** which must be **UPLOADED on the Moodle Platform** of this course into the **Activity labelled “SECOND SEMESTER TAKE HOME EXAM”**. How to save them is specified below.
- Your answer for **ONE QUESTION** in **SECTION B** should be answered in your answer booklets provided in Essay form using a **minimum of TWO (2) pages**.
- Write your index number clearly at the top of every page of the answer booklets used.

Note: You are to **save your electronic files created from questions in **SECTION A** using as follows;**

- **Save** each electronic file with the sub question number/letter(in lower case), followed by course code (in upper case) and then followed by your Index Number (e.g. **b CSUC103 197812423**)

Note: If your answer involves **Essay (for Section B questions), Marks will be awarded for:**

- Introduction
- Content (with correct grammar, clarity of expression and logical presentation of facts, examples etc.)
- Conclusion
- Evidence of Further Reading with Referencing

NOTE: Originality and Independence (Cheating would be penalized and integrity rewarded).

SECTION A: Answer ALL Questions in this section

Every electronic file created should be uploaded on the Moodle platform of the Course

Question 1:

- a) Using MS Word, create a Newsletter for CSUC which talks about at least two of the major events of the institution.

The newsletter should have every necessary feature and format a newsletter should have including;

- i. Proper Columnning
- ii. Capped Lettering
- iii. Ordered List and Unordered List
- iv. Page Colouring and Security features which shows that the document is CSUC Property.
- v. Citations and its associated References
- vi. Footnotes and Endnotes
- vii. Official formatting features
- viii. Inserted Graphics (Pictures, Diagrams, Flowcharts, Data Charts, Clip Arts, etc.)
- ix. Page Numbering
- x. Table of Contents(with Acknowledgement, etc.(if any exist) in its separate Page Section)

[10 Marks]

b)

α) Using MS Excel, construct a workbook (whose worksheets are properly named) to show the Mark Distribution table of a Class of 20 students who did 5 courses. The table should have every necessary and nice formatting feature and also show all necessary computations including;

- i. Total, Highest and Lowest Mark
- ii. Mean Mark(using user defined function)
- iii. Median Mark
- iv. Mark to Total Mark Ratio in Percentage (using your user defined function)

Create an appropriate Distribution Chart for your data in the table above.

β) Using MS Excel, and the same workbook in Q1) b) α) above create a worksheet for the table below and complete the table in the worksheet you have created.

Also create a Distribution Chart showing Worker against Gross Pay, Net Pay and Total Deductions.

WORKER(Professional) NAME	GROSS PAY	NET PAY	BASE PAY	EXTRA WORKING HRS	TOTAL DEDUCTIONS
ENOCK			2000	5	
LAWRENCE			2000	10	
DIANA			2500	5	
KOFI			1500	20	
STEPHEN			3000	5	

Given that:

- ✓ Gross Pay is total pay before any deductions and
- ✓ Net Pay is total pay after deductions
- ✓ All Allowances are not Taxable

- ✓ Professional Allowance for every Professional worker is: 100% of the Base Pay
- ✓ Allowance per extra working hour is: GH C 200 per hour
- ✓ Tax is: 10% of Base Pay
- ✓ SSNIT contribution/deduction is: 15% of Base Pay
- ✓ Welfare contribution/deduction is: 1% of Base Pay
- ✓ NHIS contribution/deduction is: 5% of Base Pay

[10 Marks]

c) Using MS PowerPoint, create;

- i. General Presentation on the topic Teenage Pregnancy
- ii. Multimedia Presentation on the topic Teenage Pregnancy

NOTE: Your presentation document should have all the necessary, nice and proper formatting features of a presentation including;

- Graphics (Pictures, Diagrams, Flowcharts, Data Charts, Clip Arts, etc.)
- Animation and Transition Effects
- Master Slide (with its own themes, fonts, formats etc.)
- Notes
- Citations and its associated References

[10 Marks]

SECTION B: Answer ONE Question from this Section

Answer them in your given ANSWER BOOKLETS (stating reference(s) if any)

Question 2:

- a) Is there any features between the three popular MS Office suite programs (i.e. MS Word, Excel and PowerPoint) which are different? List them and elaborate on their functions? **[15 Marks]**
- b) Mr. Hyeaman wants to create his thesis document using a typewriter. He is familiar with typewriters because he went to a secretarial school in 1966. Derrick recommends to him that using a Word Processing Application (WPA) is the best.
- i. Elaborate on reason(s) why you would agree with Derrick.
 - ii. Which WPA would you recommend for Mr. Hyeaman? Elaborate three (3) reasons why you would recommend that *particular* Word Processing Application over another WPAs (e.g. Writer over other WPAs)? **[15 Marks]**

Question 3:

- a) Ernest teaches at Ridge International School. He wants to change a school information/data that he has written in a book into *electronic* format. Also he would like to perform certain *logical* operations on that information.
- i. Which application(s) would you recommend for him to use and why.
 - ii. Elaborate briefly on some five main logical operations that the application you recommended can perform. **[15 Marks]**
- b) Under what conditions/factors would it necessitate the creation of a *business presentation* instead of a *general multimedia presentation*? **[15 Marks]**