Name _____ Index No._____/_____

2341A

Signature_____

**INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)**
Paper 1
July 2014
Time: 1 hour

Date _____

INSTRUCTIONS TO CANDIDATES

Write your **name** *and* **index number** *on the question paper in the spaces provided above.*
Sign *and write the* **date of examination** *in the spaces provided above.*
Answer **ALL** *the questions in the spaces provided in the question paper.*
Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	8	9	10	Total Score
Candidate's Score											

This paper consists of 6 printed pages.

**Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.**

Turn over

1. (a)   Outline **four** professional values that could be upheld while interacting at the place of work with peers and others.   (2 marks)

    _____

    _____

    _____

    _____

    _____

    (b)   Explain the function of the *split window feature* as used in spreadsheet applications. (2 marks)

    _____

    _____

    _____

    _____

2. (a)   State the role of each of the following elements of a function as used in spreadsheets giving an example in each case:

    (i)   function name;   (1 mark)

    _____

    _____

    _____

    (ii)   arguments.   (1 mark)

    _____

    _____

    _____

    (b)   Eliza intends to install a spreadsheet program in her computer. Outline **two** spreadsheet programs that she could purchase from a vendor.   (2 marks)

    _____

    _____

    _____

3. (a)   With the aid of an example, describe *mixed cell reference* as applied in spreadsheet programs.   (2 marks)

    _____

    _____

    _____

    _____

(b) Maryann would like to align text horizontally in a worksheet. Outline **two** such alignments she is likely to use. (2 marks)

_____

_____

_____

4. **(a)** State **four** examples of application areas of spreadsheet programs. (2 marks)

_____

_____

_____

_____

_____

(b) Figure 1 shows an extract of a worksheet. Use it to answer the question that follows.
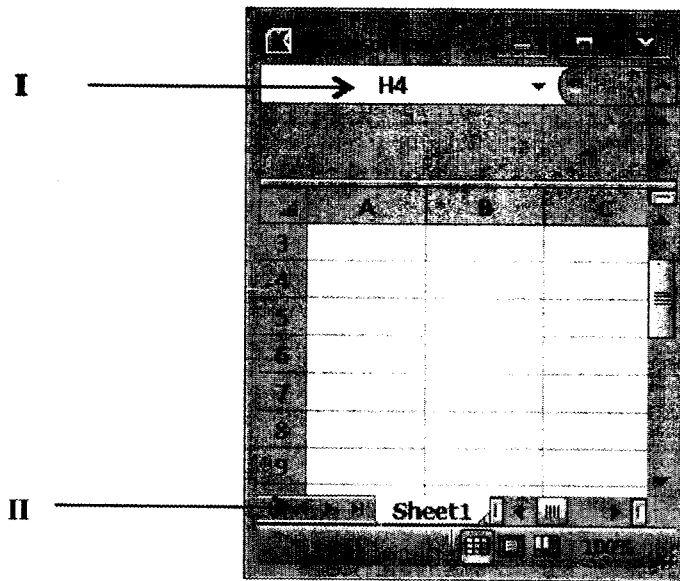
Figure 1

Identify and outline the functions of each of the parts labelled I and II. (2 marks)

_____

_____

_____

_____

_____

_____

_____

_____

5. (a) Differentiate between a *workbook* and a *worksheet* as applied in spreadsheet programs.

(2 marks)

_____

_____

_____

_____

_____

(b) The ICT lecturer would like to present the continuous assessment test marks and end of term examination marks using a chart in a spreadsheet program. Identify the most appropriate chart type giving reasons.

(2 marks)

_____

_____

_____

_____

6. (a) Explain the term *embedded chart* as used in chart placement in a spreadsheet document.

(2 marks)

_____

_____

_____

(b) Outline **two** ways that could be used in *freezing panes* in a worksheet .

(2 marks)

_____

_____

_____

_____

7. (a) Explain the circumstances under which an organisation would recommend the use of databases.

(2 marks)

_____

_____

_____

_____

_____

_____

(b) Using a diagram in each case, explain two page orientations that could be used during printing.   (2 marks)

_____
_____
_____
_____
_____
_____
_____

8. **(a)** Assuming the following data was entered in one column in a worksheet and ascending sort order applied; C200, C22 and C2. Describe the output.   (2 marks)

_____
_____
_____

(b) Outline **two** challenges of using spreadsheet programs in a college environment.   (2 marks)

_____
_____
_____
_____
_____

9. **(a)** Reen would like to protect her worksheet against unauthorized modificatication. Outline **two** ways she could use to achieve this.   (2 marks)

_____
_____
_____
_____
_____
_____

(b) Explain the term _macro_ as used in spreadsheet programs.   (2 marks)

_____
_____
_____
_____

10. (a) Mose intends to apply different data formats to the students' data stored in a spreadsheet document. Using **examples**, **outline two** formats which he could apply to their data. (2 marks)

_____

_____

_____

_____

(b) Lydiah typed text data in a cell and realized that some of the rightmost characters were not visible. Outline **two** methods she could use to make the entire text visible. (2 marks)

_____

_____

_____

_____