1902/104B, 1903/104B, 1906/104B, 1908/104B, 1909/104B, 1916/104B, 1918/104B, 1919/104B, 1922/104B, 1923/104B
INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2 July 2014

Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SALES AND MARKETING
CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
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CRAFT CERTIFICATE IN MARITIME TRANSPORT MANAGEMENT
CRAFT CERTIFICATE IN TOUR GUIDING AND OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING AND TRAVEL OPERATIONS
CRAFT CERTIFICATE IN PROJECT MANAGEMENT
CRAFT CERTIFICATE IN CLERICAL OPERATIONS

MODULE I

INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES

You have ten minutes to read the instructions and the content of the paper before starting the examination.

Any problem with the computer should be reported to the invigilator immediately. Direct any question(s) to the invigilator only. Conversing with fellow students may lead to disqualifications.

Write your name and your index number on the rewritable CD provided.

Type your name and index number as a header on each sheet used.

This paper consists of three tasks. Perform ALL the three tasks.

Each task carries 20 marks. Read the instructions of each task carefully.

Print on one side of the paper only.

Hand over your printouts and the rewritable CD to the invigilator at the end of the examination. Candidates should answer the questions in English.

This paper consists of 6 printed pages.

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

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SPECIFIC INSTRUCTIONS TO CANDIDATES

MANAGER INTERPRETARION OF A STATE OF A STATE

- 1. Create a folder named KNECEXAM on the desktop to store all the practical work done in this CHARLE COLORS YOU SURVEY DEEL YOUR YORK CONTRIBUTED.
- 2. Ensure that the folder KNECEXAM and all its contents is burnt onto the rewritable CD at the end of the examination. Fally 2014

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TASK 1

The management of Marketers Company Ltd. intends to issue certificates of commendation to all its sales representatives. Assume that you have been tasked to use a word processor to design the certificates.

(a) Open a word-processing program and create the following table containing the data source as it appears. Save it as awards in the KNECEXAM folder to print out later.

(9 marks)

S/No.	Employee_no.	Sales Representative Name	Award
1	MCL0001	Plate Moore	Bronze
2	MCL0002	Please Call	Bronze
3	MCL0003	Liz Philip	Gold
4	MCL0004	John Keen	Silver
5	MCL0005	Clean Fare	Gold
6	MCL0006	Blue Print	Bronze
7	MCL0007	Earnest Care	Silver

(b) Open a new blank word processing document and apply the page settings as follows:

(i) page orientation

landscape;

(1 mark)

(ii) margins

0.5 inches;

for the state of t

(iii) paper size

A4.

if itselfs acadegree, upo it que suitai per (½ mark)

(c) Create the following main document as it appears in the page created in (b) and save it as cert in the KNECEXAM folder. (6 marks)

Marketers Company Ltd

CERTIFICATE OF COMMENDATION

13 Section Company This is to certify that the was recommon

«Sales_Representative_Name»

Employee number «Employee_no» has been awarded a «Award» medal for exemplary performance in the years 1990 and 1991

This certificate was awarded during the annual general meeting held on 19th October 2000.

HOD:

CEO:

Signature

Signature

(d) Using the data source created in (a) and the main document created in (c) generate customized certificates for each of the sales representatives. Save the merged document as MergedAward in the KNECEXAM folder to print out later. (3 marks)

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TASK 2

Figure 1 shows an extract from a spreadsheet worksheet showing details of sales for sales representatives in Marketers Company Ltd. Use it to answer the questions that follow.

Open a spreadsheet program and key in the information shown in Figure 1 in sheet 1 as it (a) appears. Save the workbook as Sales in the KNECEXAM folder to print out later.

(5 marks)

84:					
	Employees no.	Sales Representatives Name		s	Total sales
100			1990	1991	
	MCL0001	Plate Moore	234	908	
T i så	MCL0002	Please Call	654	789	
	MCL0003	Liz Philip	678	765	
	MCL0004	John Keen	543	678	
	MCL0005	Clean Fare	678	789	
	MCL0006	Blue Print	908	678	
	MCL0007	Earnest Care	456	645	

Figure 1

(b) Copy the details in sheet 1 to sheet 2.

(1 mark)

- (c) Perform the following to the details in sheet 2:
 - (i) Insert a blank row above row 1;

(1 mark)

(ii) Merge and center the cells A1 to E1;

(1 mark)

(iii) Type the following text in the row inserted in (i);

(½ mark)

- "Marketers Company Ltd"
- (iv) Change the font of the text typed in (iii) to size 20.

(1/2 mark)

- Using cell references only, compute the total sales for each sales representative. (2 marks) (d)
- (e) Sort the list in ascending order by the sales representative name.

(2 marks)

Create clustered column chart on a new sheet showing Employees no. and then totals sales. **(f)** Apply the following properties to the chart. (4 marks)

Chart title:

Sales for the years 1990 and 1991;

X-axis:

Employees No;

Legend:

none.

(g) Save the changes to print out later:

(i)	Sheet 1	١.
	311661	

(1 mark)

(ii) Sheet 2;

(1 mark)

(iii) Chart sheet.

(1 mark)

1902/104A, 1903/104A, 1906/104A, 1908/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A

TASK 3

Figure 2 shows contents of slides to be used during the Annual General meeting by the CEO of Marketers Company Ltd. Use it to answer the questions that follows.

(a) Open a presentation program and create the slides as they appear using appropriate slide layout. Save the presentation as *CEOslides* in the **KNECEXAM** folder. (13 marks)

Slide No.	Slide content
1	Marketers Company Ltd Annual General meeting April 1991 Presenter: Dr. Amos Naboth CEO
2	Company's Core Values Integrity Teamwork Quality Commitment Dedication Company's Mission To become one of the world' best marketing company.
3	CEO Marketing Manager Sales Rep Central Sales Rep Eastern Sales Rep Coastal region
4	Achievers Gallery The following are the sales representatives who won gold medal in the years 1990 and 1991. Employees no. Sales Representatives Name MCL0003 Liz Philip MCL0005 Clean Fare

Figure 2

1902/104A, 1903/104A, 1906/104A, 1908/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A

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Annual General meeting April 1991 Dr. Amos Naboth CEO Company's Core Values Company's Mission Integrity Teamwork Committee accommentation Committee Committee Company Marketing Company's Organizational Chart CEO Marketing Manager Marketing Manager The following are the sales representatives who won gold medal m A chievers Gallery The following are the sales representatives who won gold medal m	ly an entrance blinds animation to a the changes and print out later four	all the objects in slide 3.	(2 mark (2 mark
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