

Name _____

Index No. _____ / _____

2341A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)

Candidate's Signature _____

Paper 1
July 2013
1 hour

Date _____



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THE KENYA NATIONAL EXAMINATIONS COUNCIL
BUSINESS SINGLE AND GROUP CERTIFICATE

STAGE II

INFORMATION COMMUNICATION TECHNOLOGY II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.

Sign and write the date of examination in the spaces provided above.

Answer All the questions in this paper in the spaces provided.

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Question	1	2	3	4	5	6	7	8	9	10	Total Marks
Marks											

This paper consists of 5 printed pages.

Candidates 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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Turn over

1. (a) Explain the term *malware* as used in computer systems. (2 marks)

(b) Outline the procedure that could be used to add effects to data while using spreadsheet programs. (2 marks)

2. (a) Write the syntax for each of the following functions as used in spreadsheet programs:

(i) sum; (1 mark)

(ii) date. (1 mark)

(b) Sophia intends to edit the text of a legend in a chart created in a spreadsheet program. Outline the procedure she could use to achieve her goal. (2 marks)

3. (a) Outline **two** characteristics that are likely be exhibited by an ICT manager with high integrity. (2 marks)

(b) Sydney intends to name a range of cells in a spreadsheet program. Outline the procedure that he could use to achieve his goal. (2 marks)

4. (a) Explain the functions of the *print preview* option as used in spreadsheet programs. (2 marks)

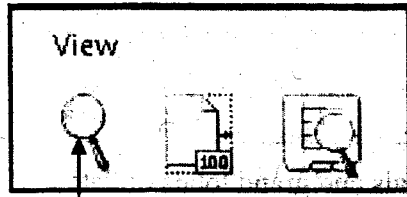
(b) Denzel intends to determine the subtotals and grand totals of data in a worksheet. Outline the procedure he could use to achieve his goal. (2 marks)

5. (a) State four typical features available in the proofing option of spreadsheet programs. (2 marks)

(b) Differentiate between *split window* and *view windows side by side* as used in spreadsheet programs. (2 marks)

6. (a) Julia intends to record a macro in a spreadsheet program. State four parameters provided in the *record macro* dialog box that she could use. (2 marks)

- (b) Figure 1 shows a section of a tool bar of a spreadsheet program. State the function of the part labeled (i). (2 marks)



(i)

Figure 1

7. (a) Outline two activities that could infringe copyright as used in ICT. (2 marks)

- (b) Rangoon intends to import data into a spreadsheet program. Outline two possible sources he could use to achieve his objective. (2 marks)

8. (a) Quincy intends to use the following statistical functions in a worksheet. State the probable use of each.

(i) AVERAGEIF; (1 mark)

(ii) COUNTA. (1 mark)

(b) A lecturer recorded marks in a spreadsheet program in the cell range A1:E89. Using an appropriate function and cell addresses, determine the numbers.

(ii) highest score; (1 mark)

(ii) lowest score. (1 mark)

9. (a) Explain **one** challenge faced by users because of the many emerging versions of spreadsheet programs. (2 marks)

(b) Kevin came across a logical function *AND* while using a spreadsheet program. Explain the circumstance under which the function could be used. (2 marks)

10. Gregory intends to protect his assignment done in a spreadsheet program with a password. Outline the procedure he could use to achieve his objective. (4 marks)
