

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 2015

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  
CRAFT CERTIFICATE IN ROAD TRANSPORT MANAGEMENT  
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 question 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 8 printed pages.**

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

## **SPECIFIC INSTRUCTIONS TO CANDIDATE**

1. Create a folder named **KNECEXAM** to store the all the work done in this paper.
  2. Ensure that the **KNECEXAM** folder and its contents is burnt onto the **Rewritable CD** provided.
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## TASK 1

The Dean of Students intends to issue certificates to the student leaders of Makindu College. As the secretary general of the students union you have been tasked to use a word processing program to design the certificates.

- (a) Open a word processing program and create the following table it appears. Save it as *List* in the **KNECEXAM** folder to print out later. (6 marks)

Adm No.	Students Name	Position Held	Year of Study
CS1252	Millicent Jones	Chairman	2005
BS4565	Vane Annes	Vice chairman	2007
CS4562	David Gregory	Secretary	2006
ME4045	Miriam Horseshoe	Assistant secretary	2006
AE1487	Lavender Wells	Organizing secretary	2005
BS6958	Hillary Fredrick	Treasurer	2007

- (b) Open a new word processing document and apply the page settings as follows: (2 marks)
- (i) page orientation : Landscape ;
  - (ii) margins : 1 inch all round;
  - (iii) paper size : A4.
- (c) Open a word processing program and create the following document as it appears in the page created in (b). Save the changes as *Certificate* in the **KNECEXAM** folder to print out later. (10 marks)



# Certificate of Appreciation

*This certificate is awarded to*

<< Students Name >>

<<Adm. No>>/ <<Year of study>>

*In recognition to valuable contributions towards Makindu College in the capacity of << Position held >> in the student union.*

Dean of Students  
Sign: \_\_\_\_\_

Principal  
Sign: \_\_\_\_\_

- (d) Open a word processing program and use the file named *List* as the data source in (a) and the file named *Certificate* created in (c) as the main document to generate customized certificates for each students. Save the merged document as *MerCert* in the **KNECEXAM** folder.
- (2 marks)

## TASK 2

Figure 1 shows an extract from a spreadsheet program showing details of vehicles prepared by the secretary in a car company. Use it to answer the questions that follow.

- (a) Open a spreadsheet program and key in the information shown in Figure 1 in sheet 1 as it appears. Save the workbook as Budget in the **KNECEXAM** folder to print out later. (6 marks)

Car Type	Vehicle	Car Price (Kshs)	Amount Paid (Kshs)	Balance (Kshs)
Truck	Nissan	1,100,000	800,000	
Bus	Mazda	2,400,000	2,000,000	
Saloon	Toyota	800,000	800,000	
Pick-up	Peugeot	1,000,000	700,000	
Lorry	Isuzu	3,000,000	2,000,000	
Pick-up	Toyota	1,800,000	1,600,000	
Bus	Scania	7,500,000	7,500,000	
Truck	Toyota	1,800,000	1,800,000	
Saloon	Nissan	900,000	900,000	
Pick-up	Isuzu	1,500,000	1,200,000	
Saloon	Peugeot	600,000	600,000	

Figure 1

- (b) Copy the contents of sheet 1 to sheet2. (1 mark)
- (c) Perform the following tasks to the details in sheet2:
- (i) insert two rows above row 2; (1 mark)
  - (ii) merge and center the cells A2:E2; (1 mark)
  - (iii) type the following text in the range A2:E2; (1 mark)
- MOTORCAR SHOW ROOM**
- (d) Using cell addresses only, compute the *Balances* for each Vehicle. (2 marks)
- (e) Using the filter feature, extract the vehicles which have a balance of above kshs 200,000. (2 marks)
- (f) Create a 3D column chart on a new sheet showing the *Vehicle* and the respective *Balance*. Label the chart appropriately. (4 marks)

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(g) Save the changes to print out later:

(2 marks)

- (i) sheet1;
- (ii) sheet2;
- (iii) chart sheet.

### TASK 3

Figure 2 shows the contents of slides to be used during the ICT workshop by the Principal of Makindu College. Use it to answer the questions that follow.

- (a) Open a presentation program and create the slides as they appear using appropriate slide layouts. Save the presentation as *Workslides* in the **KNECEXAM** folder. (14 marks)

Slide No.	Slide content																		
1	<b>ICT WORKSHOP</b>																		
2	<p><b>WORKSHOP PROGRAM</b></p> <table> <tr> <th>Time</th><th>Activity</th></tr> <tr> <td>8:00 – 8:30 am</td><td>Arrival and registration of participants</td></tr> <tr> <td>9:00 - 9:15 am</td><td>Opening of the workshop by Principal</td></tr> <tr> <td>9:15 – 10:30 am</td><td>Presentation by CEO Safari Cars</td></tr> <tr> <td>10:30 – 11:00 am</td><td>Tea Break</td></tr> <tr> <td>11:00 – 12:30 pm</td><td>Laws in ICT by ICC Director</td></tr> <tr> <td>12:30 – 1:30 pm</td><td>Lunch Break</td></tr> <tr> <td>1:30 – 3:30 pm</td><td>Emerging trends in ICT slide show</td></tr> <tr> <td>3:30 – 4:00 pm</td><td>Closing remarks</td></tr> </table>	Time	Activity	8:00 – 8:30 am	Arrival and registration of participants	9:00 - 9:15 am	Opening of the workshop by Principal	9:15 – 10:30 am	Presentation by CEO Safari Cars	10:30 – 11:00 am	Tea Break	11:00 – 12:30 pm	Laws in ICT by ICC Director	12:30 – 1:30 pm	Lunch Break	1:30 – 3:30 pm	Emerging trends in ICT slide show	3:30 – 4:00 pm	Closing remarks
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3	<p><b>INSTITUTIONS MAP</b></p>																		
4	<p><b>END OF WORKSHOP</b></p> <p><b>Thank you for your attendance and active participation</b></p>																		

Figure 2

- (b) Insert a slide above slide 2 and create the following slide as it appears: (2 marks)

**OPENING REMARKS**

The Principal of the Institution welcomed the participants to the workshop and officially opened the workshop.

- (c) Apply a background theme of your choice to all the slides. (1 mark)
- (d) Apply the following animation setting on all the slides: (2 marks)
- (i) transition speed, fast;
  - (ii) On Mouse Click.
- (e) Save the changes to print out the handouts, three slides per page. (1 mark)