

Name _____

Index No. _____

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1923/104B

Candidate's Signature _____

Date _____

INFORMATION COMMUNICATION
TECHNOLOGY (Practical)

November 2015

Paper 2

Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SALES AND MARKETING
CRAFT CERTIFICATE IN SUPPLIES CHAIN MANAGEMENT
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
CRAFT CERTIFICATE IN ROAD TRANSPORT MANAGEMENT
CRAFT CERTIFICATE IN MARITIME TRANSPORT OPERATIONS
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 through the instructions and the paper before starting the examinations.*
- 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 disqualification.*
- Write your **name** and **index** number on the answer booklet and rewritable CD.*
- Type your **name** and **index** number as a header on each printed page.*
- Perform all the **four** tasks. Each task carries 20 marks.*
- Read the instructions of each task carefully.*
- Print on one side of the paper only and use a fresh sheet of paper for each task.*
- Ensure that the workbooks you save are converted to "read only".*
- Ensure that all your printed work is inserted in the answer booklet at the end of the examination.*
- Hand over your question paper, answer booklet and rewritable CD to the invigilator.*

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.

TASK 1

- (a) (i) Open a word processing program and type the document as it appears. Save it as *Processors* in the **KNECEXAM** folder.

PROCESSOR

A processor is the logic circuitry that responds to and processes the basic instructions that drive a computer. The processor in a personal computer or embedded in small devices is often called a microprocessor. The processor is the brain or engine of the PC which performs the system's calculating and processing.

Processors can be identified by two main parameters: how wide they are and how fast they are. Speed is counted in megahertz (MHz), which means millions of cycles per second and the faster the better.

There are three main specifications in a processor that are expressed in terms of width. These are:

- ⊗ Internal registers

- ⊗ Data input and output bus

- ⊗ Memory address bus

Multi-core processors

A multi-core processor is actually a CPU that had two or more independent cores. Cores are similar to usual processors. They execute program instructions.

The main idea of multi-core processor is that such a component can run several instructions at the same time. This feature allows increasing performance speed significantly. All programs that have parallel computing feature can run on multi-core processors.

- (ii) Format the title as follows:

(7 marks)

Font: Algerian; Font style: Bold Font size: 14; Alignment Center.

(2 marks)

- (iii) I. Insert a ClipArt of a "computer" after the second paragraph.

II. Apply the *Behind Text* format layout on the ClipArt.

(2 marks)



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Turn over

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- (b) (i) Open a word processing program and create the following data source as it appears. Save it as *members* in the **KNECEXAM** folder. (2 marks)

Title	First Name	Last Name	Telephone	Address	City	Position
Mr.	Julius	Harries	0897666	34500	Nairobi	Chairman
Mrs.	Joyce	Collins	0887444	78900	Thika	Secretary
Mr.	Dominic	Simon	0987555	123000	Kericho	Treasurer
Mr.	Cyrus	Caleb	0755333	236000	Mombasa	Member
Ms.	Mercy	Marry	0654888	567000	Nairobi	Member

- (ii) Open a word processing program and type the following letter as it appears. Save it as *invitationletter* in the **KNECEXAM** folder. (3 marks)

CULVERT COLLEGE OF DESIGN
P.O BOX 701-0001
NAIROBI

Dear << Title >> << First Name >>, << Last Name >>

P.O BOX << address >>,

<< City >>,

Tel << Telephone >>.



REF: INVITATION FOR A BOARD MEETING

The college management invites you to attend a board meeting that will be held on Friday 20th July 2014 in the boardroom starting at 9.00 am.

The agenda of the meeting is school fees.

Yours faithfully,

Joyce,

Board Secretary.

- (c) (i) Merge the file named *members* with the file named *invitationletter*. (2 marks)

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- (ii) Save the merged document as *mmerge* in the KNECEXAM folder. (1 mark)
- (iii) Print the files *processors* and *mmerge*. (1 mark)



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Task 2

(a) The following is a spreadsheet extract from the books of Squash International Exporters. Use it to answer the questions that follow.

(i) Open a spreadsheet program and key in the following data as it appears in Sheet 1. Save it as *SIExporters* in the **KNECEXAM** folder. (4 marks)

	A	B	C	D	E	F	G	
1	SQUASH INTERNATIONAL THEME PARK							
2	SOURVENIRS TOTAL EXPORT SALES							
3	FOR THE YEAR 2014							
4	Items	America	Australia	Canada	Europe	Total Export Sales	Tax Paid	
5	Printed T-shirts	56800	46800	27500	32400			
6	Key chains	35000	32000	43200	41500			
7	Mugs	29000	23000	33300	25500			
8	Stuffed Animals	52000	33000	45000	45500			
9	Earrings	23000	15000	25600	36700			
10	Sandals	49000	31000	42100	37100			
11	Necklaces	46000	15000	28400	11500			
12								
13	Tax Rate	15%						

(ii) Format the title as follows:

Font: Batang; Font size: 14 Font; Style: Bold.

(2 marks)

(iii) Format the values of all items exported to America to currency with a \$ sign. (1 mark)

(b) Using an appropriate function, determine the *Total Export Sales* for each item. (2 marks)

(c) (i) Copy the contents of Sheet 1 to Sheet 2. (1 mark)

(ii) Rename Sheet 2 as *Graph*. (1 mark)

(iii) Using an appropriate function and cell addresses only, determine *Tax paid* for each of the items given that ($\text{Tax Paid} = \text{Tax Rate} \times \text{Total Export Sales}$). (2 marks)







(iv) Insert the comment "Highest Tax Paid" on the text *Stuffed Animals*. (2 marks)

(d) (i) Create an embedded column graph showing all items exported to each country and their totals. (3 marks)

(ii) Save the changes in sheet named *Graph* to print out later. (2 marks)

TASK 3

- (a) (i) Open a presentation program and create the following slides as shown in Table 1. Save the presentation as *training* in the **KNECEXAM** folder. (15 marks)

Slide No	CONTENT						
1	<p style="text-align: center;">THE STUDY OF PLANTS AND ANIMALS</p> <p>INTRODUCTION</p> <ul style="list-style-type: none"> ➤ Botany, also called plant science(s) or plant biology, is the science of plant life and a branch of biology. ➤ A botanist or plant scientist is a scientist who specializes in this field of study. 						
2	<p style="text-align: center;">Essential Information</p> <p>The animal and plant sciences differ greatly, but they do share some commonalities. While plant sciences focus on topics such as how to make plants grow and protect them from insects, animal sciences focus on animals such as livestock, as well as managing their bodies and systems.</p>						
3	<p style="text-align: center;">BENEFITS</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Trees</th> <th style="text-align: center;">ANIMALS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> <tr> <td> <ul style="list-style-type: none"> • Trees create an ecosystem to provide habitat and food for birds and other animals. • Fallen tree leaves can reduce soil temperature and soil moisture loss. • Trees absorb carbon dioxide and potentially harmful gasses, such as sulfur dioxide, carbon monoxide, from the air and release oxygen. </td> <td> <ul style="list-style-type: none"> • Animals are used in research, teaching and testing because of the benefits they bring to both animals and people. • Teaching- The knowledge we gain about animals and people through research needs to be passed on, now and in the future. </td> </tr> </tbody> </table>	Trees	ANIMALS			<ul style="list-style-type: none"> • Trees create an ecosystem to provide habitat and food for birds and other animals. • Fallen tree leaves can reduce soil temperature and soil moisture loss. • Trees absorb carbon dioxide and potentially harmful gasses, such as sulfur dioxide, carbon monoxide, from the air and release oxygen. 	<ul style="list-style-type: none"> • Animals are used in research, teaching and testing because of the benefits they bring to both animals and people. • Teaching- The knowledge we gain about animals and people through research needs to be passed on, now and in the future.
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4	CAREER GROWTH		
	Career	Animal Scientist	Plant Scientist
	Education Requirements	Bachelors' Degree	Bachelors' Degree
	Job Growth	9%	8%
	Average Salary	61,000	59,000
5	ANIMAL CHART		

Table 1

(b) Create the chart shown in figure 1 as it appears, in slide 5.

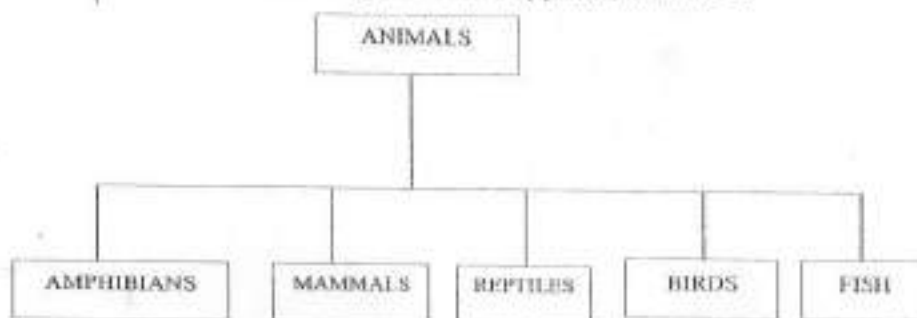


Figure 1

- (b) (i) Apply slide design of your choice to all the slides. (1 mark)
- (ii) Apply transition *wheel clockwise* to slide 1. (1 mark)
- (c) (i) Save the changes in the presentation. (1 mark)
- (ii) Print *handout* with six slides per page. (2 marks)



THIS IS THE LAST PRINTED PAGE.