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**INFORMATION COMMUNICATION
TECHNOLOGY (PRACTICAL)**

Paper 2

July 2019

Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

**CRAFT CERTIFICATE IN SALES AND MARKETING
CRAFT CERTIFICATE IN SUPPLIES MANAGEMENT
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT
CRAFT CERTIFICATE IN COOPERATIVE MANAGEMENT
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
CRAFT CERTIFICATE IN ROAD TRANSPORT MANAGEMENT
CRAFT CERTIFICATE IN MARITIME TRANSPORT OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING AND TRAVEL
OPERATIONS
CRAFT CERTIFICATE IN PROJECT MANAGEMENT
CRAFT CERTIFICATE IN CLERICAL OPERATIONS
CRAFT CERTIFICATE IN INVESTMENT MANAGEMENT
CRAFT CERTIFICATE IN MARITIME TRANSPORT LOGISTICS
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

MODULE I

INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES

You have ten minutes to read through 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 disqualification.

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

Type your name and index number as a header on each printed page.

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 and use a fresh sheet of paper for each task.

Hand over your question paper, printed work and the rewritable CD to the invigilator.

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** on the desktop.
2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the **Rewritable CD** at the end of the examination.

A large, light blue watermark is centered on the page. It consists of a stylized 'P' icon followed by the word 'pdf' in a bold, sans-serif font, and 'element' in a regular, sans-serif font.

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TASK 1

- (a) Open a word processing program and type the following as it appears. Save it as *Diversity* in the **KNECEXAM** folder to print later. (10 marks)

Diversity

Diversity as a concept means the differences human beings have. Diversity goes beyond the human race and color. There are various dimensions through which diversity is expressed. They include;

- gender
- race
- ethnicity
- age

Some of these dimensions cannot be altered. Hence, individuals have to accept and learn how to cope with them. For example, gender, race and age cannot be changed. However, occupation and religious beliefs can be modified.

Social Structure

Social structures refer to particular patterns and arrangements that exist in the society. These patterns are as a result of human behavior and interactions that are recurring in the society. Social structures are governed by rules and regulations by

which the members should abide with. Therefore, the members are familiar with these laws and hence social life becomes predictable. There are agencies that have led to building of the social structures.

Socialization

Socialization is a lifetime process. It is gained through interacting with each other. During this process, we learn the social expectations and how to live with each other in the society. This interaction can occur in different set ups. For example in a family, learning institutions, peer groups and social media.

- (b) Copy the content of the file *Diversity* and paste it into a new document *Diversity1*. (1 mark)
- (c) Insert current date as a footer and align it left. (1 mark)
- (d) Insert a water mark with the text **Diversity** with a diagonal layout. (2 marks)
- (e) Double-space the last paragraph. (1 mark)

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- (f) Insert the following table after paragraph one. (3 marks)

Immutable dimensions of diversity	Crosscutting dimensions of diversity
Race	Age
Gender	Religion
Ethnicity	Language

- (g) Save and print:
- (i) Diversity;
 - (ii) Diversity1.
- (2 marks)

 pdfelement

TASK 2

The following data shows the sales that were made in 2016 at Furaha Electronics Shop.

- (a) Use a spread sheet program to enter the details as they appear, and save your work as *Furaha* in the folder named **KNECEXAM**. (3 marks)

	A	B	C	D	E	F
1	FURAHA ELECTRONICS SHOP					
2	BEST ELECTRONICS EVER					
3		YEARS				
4		2016	2017	2018	2019	Total Sales
5	TYPE OF MOBILE PHONE	PRICE				
6	SAMSUNG 2200	5500				
7	NOKIA 3350	6700				
8	ALCATEL 5580	5000				
9	LG 8000	6700				
10	TECHNO 3370	8700				
11	SONY 4500	14000				
12	Average sales					
13	Highest sale					
14	Lowest sale					

It is estimated that the sales will rise by 4.5%, 5.5% and 6 % in each year respectively.

- (b) Compute the sales of mobile phones in the subsequent years using appropriate functions. (4 marks)
- (c) Compute the total sales for each product for the four years. (2 marks)
- (d) Compute the average sales of mobile phones for every year. (2 marks)
- (e) Using a function, display;
- (i) highest sale of **mobile** phones for each year; (2 marks)
- (ii) lowest sale of mobile phones for each year. (2 marks)
- (f) Create a bar graph that shows the sales of phones in the year 2018. Save it as *graph* in *sheet2*. (3 marks)
- (g) Save and print:
- (i) Furaha;
- (ii) Graph. (2 marks)


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TASK 3



The table below shows a presentation made by Furaha Electronic Stores during a workshop.

- (a) Open a presentation program and create the slides as they appear using appropriate slide layout. Save it as *Electronics* in the **KNECEXAM** folder. (10 marks)

Slide no.	Slide content
1	<p>FURAHA ELECTRONICS</p> <p>DURABLE AND UNIQUE ELECTRONICS EVER:</p> <p>Presented by; Antony Joseph Sales manager furaha@yahoo.com</p> 
2	<p>Items AVAILABLE</p> <ul style="list-style-type: none"> • COMPUTERS • MOBILE PHONES • TELEVISION <p>ACCESSORIES</p> <ol style="list-style-type: none"> I. CHARGERS II. BATTERIES

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3	<p style="text-align: center;">SERVICES AVAILABLE</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p style="text-align: center;">Repairing cleaning Apps installation</p></div>
4	<p style="text-align: center;">Other Office Equipment Available</p> <div style="display: flex; align-items: center; justify-content: center;"><div style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center; margin-right: 20px;">Customer satisfaction is our priority</div><div style="text-align: center;"><p>Paper shredder</p><p>Electric stapler</p></div></div>

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Questions?

Thank you

- (b) Insert a footer with the text *best electronics* in slide 2 font type *Times New Roman* and font size 24. (1 mark)
- (c) Apply *wipe down* slide transition to all slides. (2 marks)
- (d) Apply *dissolve* animation on slide 3. (2 marks)
- (e) Insert the following table after slide 4. (3 marks)

<i>Sales of various items in percentage form</i>		
1	Mobile phones	70%
2	Computers	45%
3	Office equipment	10%
4	Televisions	5%

- (f) Save the changes and print *Electronics* presentation as handouts with three slides per page. (2 marks)

THIS IS THE LAST PRINTED PAGE.

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