

1901/204B
INFORMATION COMMUNICATION
TECHNOLOGY II (PRACTICAL)
Paper 2
November 2022
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN SECRETARIAL STUDIES

MODULE II

INFORMATION AND COMMUNICATION TECHNOLOGY II

(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.

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

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

*This paper consists of **four** tasks. Perform **ALL** the **four** tasks.*

Read the instruction of each task carefully.

Ensure that all your work is inserted in the answer booklet at the end of the examination.

*Hand over your **answer booklet** and the **rewritable CD** to the invigilator at the end of the examination.*

This paper consists of 6 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 THE CANDIDATE

1. Create a folder named **KNECEXAM** on the desktop to store all the work done in this paper.
2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the **Rewritable CD** at the end of the examination.

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TASK 1

- (a) JKL furniture's intends to use an electronic invoice to bill its customers. Open a spreadsheet program and key in the details of the e-invoice in sheet1 as they appear in Figure 1. Save the workbook as *e-invoice* in the **KNECEXAM** folder. (12 marks)


	A	B	C	D	E	F	
1	 JKL FURNITURES			BILLING INVOICE			
2							
3	<p>ATTN: Finance Officer COMPANY NAME: PQR Suppliers ADDRESS:</p>			INVOICE NO.		DATE	
4				JKL0001		01/02/2021	
5				CUSTOMER ID		TERMS	
6				CU20001		COD	
7							
8							
11	Item			QTY	UNIT PRICE	AMOUNT	
12	Chairs			10	11,000		
13	Tables			5	27,500		
14	Computer desks			9	16,000		
15				TOTAL			

Figure 1

- (b) Using a formula and cell addresses only, compute each of the following:
- (i) amount for each item (qty × unit price); (1 mark)
 - (ii) total amount; (1 mark)
- (c) Save the changes to print out later e-invoice worksheet. (1 mark)

TASK 2

- (a) Open a spreadsheet program and key in the information in sheet 1 as it appears in Figure 2. Save the workbook as *Report* in the **KNECEXAM** folder. (3½ marks)

	A	B	C	D	E	F
1	Employee ID	Name	Basic Salary	Total Sales	Commission	Total Earnings
2	S1001	Esther	25,000	16,000		
3	S1002	John	19,500	15,000		
4	S1003	Peter	22,500	45,000		
5	S1004	Kelvin	35,000	35,000		
6	S1005	Triza	27,550	25,000		
7	S1006	Hellen	30,500	27,000		
8						
9		Average				
10						
11		Lowest				
12		Count				

Figure 2

- (b) (i) Insert a row above row 1 and type the text 'PENDYA ENTERPRISE MONTHLY SALES REPORT'. (1 mark)
- (ii) Merge and centre the cells A1:F1. (1 mark)
- (iii) Format the inserted text in row 1 as follows: (1½ marks)
- Font size: 16;
 - Font Style: Bold;
 - Double underline.
- (c) Using a formula and cell addresses only, compute each of the following:
- (i) Commission paid to each employee; (*commission = 10% of Total Sales*) (2 marks)
- (ii) Total earnings for each employee; (*Total earnings = basic salary + commission*) (1 mark)
- (iii) Average total earnings in cell F10. (1 mark)
- (d) (i) Use a function and cell addresses to determine the lowest commission paid in cell E12. (1 mark)
- (ii) Use the *COUNT* function to determine the number of employees in cell D13. (2 marks)
- (e) Save the changes to print out later *report*. (1 mark)

TASK 3

- (a) Figure 3 is a spreadsheet extract showing sales of laptops by Marxies Enterprise for a certain period. Open a spreadsheet program and key in the information in Sheet1 as it appears in Figure 3. Save the workbook as *laptops* in the **KNECEXAM** folder. (5 marks)

	B	C	D	E
1	MARXIES ENTERPRISES			
2	Item Name	Quantity	Unit Price	Total Amount
3	Hypper	25	65,000	
4	Lanova	20	57,000	
5	Usas	15	45,000	
6	Ecer	30	63,000	
7	Sanny	35	40,000	
8	Appol	18	72,000	
9			Grand Total	

Figure 3

- (b) Using a formula and cell addresses only compute each of the following:
- the amount for each product; (*Quantity* × *Unit Price*) (1 mark)
 - Grand Total for all the products. (1 mark)
- (c)
- Copy the content of sheet 1 to sheet 2. (1 mark)
 - Rename sheet 1 as *Original* and sheet 2 as *duplicate*. (1 mark)
- (d) In the sheet named duplicate, perform the following:
- Insert a column with the heading **TAX** after the Unit Price column. (1 mark)
 - Tax is charged on the unit price as follows:

Unit price	Tax
less than 50,000	5,000
more than 50,000	7,000
- Using the IF function, compute the Tax for each item. (3 marks)
- (e) Save the changes to print out later each of the following sheets.
- Original; (1 mark)
 - duplicate. (1 mark)

THIS IS THE LAST PRINTED PAGE.

- (b) (i) (1 mark) Format the cell range C3:E11 to have a currency prefix KES.
 (ii) (½ mark) Format the column headings to 45° orientation.
 (c) (1 mark) Using a formula and cell addresses, compute each of the following:
 (i) (1 mark) Average sales for each county for the three months;
 (ii) (1 mark) Total sales for each month for all the counties;
 (iii) (½ mark) Profit for each month. ($Profits = Total\ sales - Cost\ of\ Sales$)
 (d) (2 marks) Using the *IF* function, insert the comment "Excellent" for average sales greater than 25,000,000 otherwise the comment "Good";
 (e) (2 marks) Insert an embedded bar chart that compares the sales and profits for the three months for all the counties. Label the chart appropriately.
 (f) (1 mark) Save the changes to print out later sheet 1.

Figure 4

	A	B	C	D	E	F
1	CHUYAN COMPANY SALES AND PROFIT REPORT FOR QUARTER TWO					
2	County	October	November	December	Average	Comment
3	Rukana	22000000	19000000	28000000		
4	Thaka	42000000	37000000	39000000		
5	Mayakos	18000000	24000000	20000000		
6	Kirichio	35000000	29000000	26000000		
7	Miongo	12000000	19000000	22000000		
8	Roesa	27000000	15000000	21000000		
9	Total sales					
10	Cost of Sales	83000000	84000000	76000000		
11	Profit					
12						
13						

- TASK 4 (a) (6 marks) Open a spreadsheet program and key in the information in sheet 1 as it appears in Figure 4. Save the workbook as *Chuyan* in the KNECEXAM folder.