

1501/101 1508/101 1601/101 1704/101
1503/101 1509/101 1602/101
INFORMATION COMMUNICATION
TECHNOLOGY AND
ENTREPRENEURSHIP EDUCATION
June/July 2023
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

**CRAFT CERTIFICATE IN MECHANICAL ENGINEERING
(PRODUCTION OPTION)
CRAFT CERTIFICATE IN MOTOR VEHICLE ENGINEERING
CRAFT CERTIFICATE IN WELDING AND FABRICATION
CRAFT CERTIFICATE IN ELECTRICAL AND ELECTRONICS ENGINEERING
(POWER OPTION, TELECOMMUNICATION OPTION)
CRAFT CERTIFICATE IN BUILDING TECHNOLOGY
MODULE I**

**INFORMATION COMMUNICATION TECHNOLOGY AND
ENTREPRENEURSHIP EDUCATION**

3 hours

INSTRUCTIONS TO CANDIDATES

You should have Drawing Instruments for this examination.

This paper consists of TWO sections; A and B.

Answer any SIX questions from section A and any FOUR questions from section B in the answer booklet provided.

All questions carry equal marks.

Maximum marks to each part of a question are as indicated.

Candidates should answer the questions in English.

This paper consists of 4 printed pages.

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

SECTION A: INFORMATION COMMUNICATION TECHNOLOGY (60 marks)

Answer any SIX the questions from this section.




1. (a) Explain **three** uses of Information Communication Technology (ICT) in an organization. (6 marks)
- (b) Highlight **four** categories of computer keyboard keys, stating their functions. (4 marks)
2. (a) State **four** factors that an organization may consider when purchasing application software. (4 marks)
- (b) Explain each of the following disk operations:
 - (i) formatting;
 - (ii) reading;
 - (iii) scanning.(6 marks)
3. (a) Outline **four** computer crimes that may be committed by employees in an organization. (4 marks)
- (b) Table 1 was created using a word processor.

Table 1

No	A	B	C	D	E
1					
2					
3					
4					

Outline the procedure that should be followed to:

- (i) delete column D;
 - (ii) insert a new row between the first and the second row. (6 marks)
4. (a) State **four** advantages of Wide Area Networks (WANs). (4 marks)
 - (b) Explain **three** measures that may be taken to enhance the physical security of an organization's computers. (6 marks)

5. (a) Explain the circumstances under which each of the following functions may be used in a spreadsheet:
- (i) MIN;
 - (ii) COUNT.
- (4 marks)
- (b) Explain the uses of each of the following icons in desktop publishing applications:
- (i) 
 - (ii) 
 - (iii) 
- (6 marks)
6. (a) (i) List **four** keyboard keys used in advancing a slideshow in presentation packages.
- (ii) State **two** objectives of formatting slides.
- (6 marks)
- (b) Explain **two** ways of promoting ethics among computer users in an organization.
- (4 marks)
7. (a) Explain each of the following print options as used in word processing:
- (i) print range;
 - (ii) print multiple copies.
- (4 marks)
- (b) Outline the steps followed when sending a new email message.
- (6 marks)

SECTION B: ENTREPRENEURSHIP EDUCATION (40 marks)

Answer any FOUR the questions from this section.

8. (a) Outline **four** strategies that may be adopted to ensure effective management of employees in a small business enterprise. (4 marks)
- (b) Explain **three** objectives of product packaging. (6 marks)
9. (a) Explain **two** benefits that a small business operator may derive from participating in social responsibility programmes. (4 marks)
- (b) Highlight **six** elements of the organization and management section of a business plan. (6 marks)
10. (a) Jagz Ltd intends to generate a new business idea through the brainstorming method. State **four** guidelines that should be followed to achieve this objective. (4 marks)
- (b) Explain **three** managerial roles performed by an entrepreneur in an enterprise. (6 marks)
11. (a) State **four** advantages of salaried employment. (4 marks)
- (b) Explain **three** cultural factors that may encourage an individual to take up self employment early in life. (6 marks)
12. (a) Highlight **four** preparations that an entrepreneur should make before starting a business. (4 marks)
- (b) Explain **three** government policies that have accelerated the growth of entrepreneurship in Kenya. (6 marks)

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