

2902/103B, 2903/103B, 2906/103B, 2907/103B,
 2908/103B, 2909/103B, 2912/103B, 2918/103B,
 2921/103B, 2922/103B, 2924/103B, 2926/103B,
 2925/103B, 2927/103B

**INFORMATION COMMUNICATION
 TECHNOLOGY (PRACTICAL)**

November 2017

Time: 1 hour



THE KENYA NATIONAL EXAMINATION COUNCIL

**DIPLOMA IN SALES AND MARKETING
 DIPLOMA IN SUPPLY CHAIN MANAGEMENT
 DIPLOMA IN BUSINESS MANAGEMENT
 DIPLOMA IN COOPERATIVE MANAGEMENT
 DIPLOMA IN TOURISM MANAGEMENT
 DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 DIPLOMA IN ROAD TRANSPORT MANAGEMENT
 DIPLOMA IN TOUR GUIDING AND OPERATIONS
 DIPLOMA IN PETROLEUM MANAGEMENT
 DIPLOMA IN PROJECT MANAGEMENT
 DIPLOMA IN INVESTMENT MANAGEMENT
 DIPLOMA IN MARITIME TRANSPORT LOGISTICS
 DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 DIPLOMA IN DISASTER MANAGEMENT
 INFORMATION COMMUNICATION TECHNOLOGY (Practical)**

1 hour

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 sheet used.*

*Perform the **two** 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 print outs and the Rewritable CD to the invigilator at the end of examination.

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 are burnt onto the **Rewritable CD** provided.

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Task 1

Table 1 shows the marks attained in various subjects by students in streams H and K at Mt. Gathabi Technical Institute. Use a spreadsheet to manipulate the data provided.

	A	B	C	D	E	F	G	H
1	Adm. No.	Name	Stream	Business studies	English	Maths	STUDENT MEAN	RANK
2	C001	Barasa	H	36	56	26		
3	C002	Ambiyo	K	90	54	23		
4	C003	Kamau	H	54	45	25		
5	C004	Kirui	K	78	46	24		
6	C005	Kerubo	H	68	35	52		
7	C006	Akinyi	K	25	63	54		
8	C007	Ndida	H	45	65	56		
9	C008	Zeinabu	K	65	53	51		
10	C009	Muli	H	45	54	52		
11	C010	Tamoh	H	78	52	53		
12		TOTAL						
13		TOTAL FOR Stream H						
14		TOTAL FOR Stream K						
15		BEST MARK						

Table 1

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Turn over

- (a) (i) Use a spreadsheet program to capture the data in Table 1 and save it as **marks** in the **KNECEXAM** folder to print later. (4 marks)
- (ii) Rename the sheet containing marks as **mark1**. (1 mark)
- (b) Copy the data in **mark1** to sheet 2. Rename the sheet as **mark2** (1 mark)
- (c) Carry out the following tasks on **mark2** sheet using functions:
- (i) find the total marks for each subject; (1 mark)
- (ii) find total marks in each subject for:
- stream K;
 - stream H. (2 marks)
- (iii) determine the mean mark for each student to two decimal places; (2 marks)
- (iv) determine the best mark in every subject. (2 marks)
- (d) Use a function to rank the students in descending order of their mean marks. (1 mark)
- (e) Create a well labeled column chart on a different sheet to show the mean mark of each student. Save the chart as **mark3**. (3 marks)
- (f) Print **mark1**, **mark2** and **mark3**. (3 marks)

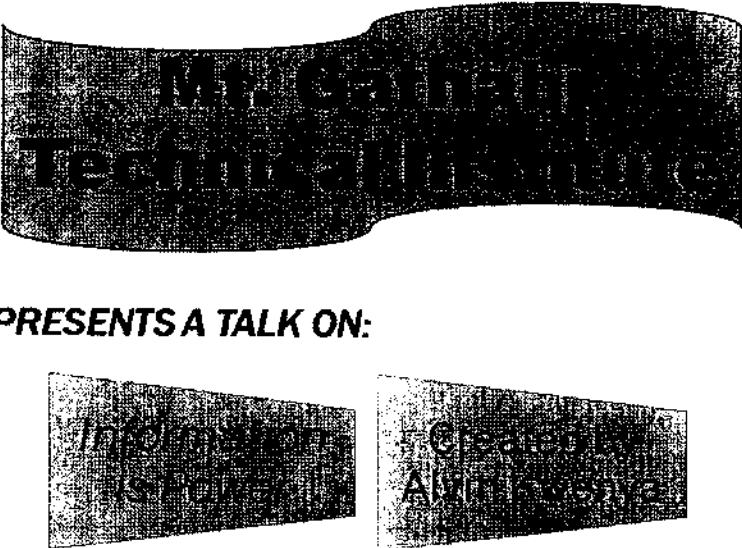
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Task 2

Table 2 shows the content of slides to be used during a talk at Mt. Gathabi Technical Institute. Use it to answer the questions that follow.

- (a) Open a presentation program and create the slides as they appear using appropriate slide layout. Save it as **interclasstalk** in the **KNECEXAM** folder to print out later. (12 marks)

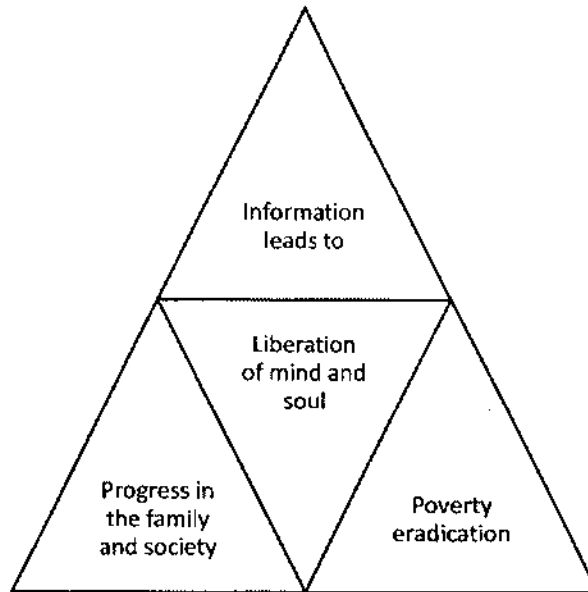
Slide No.	Slide content
1	 <p style="text-align: center;">Mt. GATHABI TECHNICAL INSTITUTE</p> <p style="text-align: center;">PRESENTS A TALK ON:</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">INFORMATION SYSTEMS</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">TECHNOLOGY APPLICATIONS</div> </div>

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2

Education is the gateway through which the society gets its progress



3

Characteristics of good information

**Informed people
are empowered
generation**



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Statistics of counties having information centers

Government and Private information Centers				
County Name	Number of information centres	Active information centres	Dormant information centres	Targeted population
Kapu	7	4	3	Youths
Roma	3	2	1	Students
Vera	6	2	4	Researchers
Ngano	5	3	2	Farmers

5

Conclusion

- An informed society is an empowered one.
Once knowledge is impacted it cannot be taken away.



Table 2

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Turn over

- (b) Perform the following tasks on the **interclasstalk** presentation:
- (i) Insert footer with the text ***information is power***. The content of the footer should appear in all slides. (2 marks)
 - (ii) Apply the dissolve transition and shape animation on slide 2. (2 marks)
 - (iii) Apply the angles design on all the slides. (1 mark)
 - (iv) Insert a slide at the end of the presentation containing your name and index number. (1 mark)
 - (v) Save the changes and print the **interclasstalk** presentation as handouts with three slides per page. (2 marks)

THIS IS THE LAST PRINTED PAGE.

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