2902/103B, 2903/103B, 2906/103B, 2907/103B,
2908/103B, 2909/103B, 2912/103B, 2913/103B,
2914/103B, 2918/103B, 2921/103B, 2922/103B,
2924/103B, 2925/103B, 2927/103B, 2928/103B,
2929/103B, 2930/103B
INFORMATION COMMUNICATION
TECHNOLOGY (PRACTICAL)
Paper 2
July 2018
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN SALES AND MARKETING
DIPLOMA IN SUPPLY CHAIN MANAGEMENT
DIPLOMA IN BUSINESS MANAGEMENT
DIPLOMA IN COOPERATIVE MANAGEMENT
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DIPLOMA IN ROAD TRANSPORT MANAGEMENT
DIPLOMA IN TOURISM MANAGEMENT
DIPLOMA IN INFORMATION SCIENCE
DIPLOMA IN ENTREPRENEURSHIP
DIPLOMA IN TOUR GUIDING MANAGEMENT
DIPLOMA IN PETROLEUM MANAGEMENT
DIPLOMA IN PROJECT MANAGEMENT
DIPLOMA IN INVESTMENT MANAGEMENT
DIPLOMA IN MARITIME TRANSPORT LOGISTICS
DIPLOMA IN DISASTER MANAGEMENT
DIPLOMA IN BROADCAST JOURNALISM
DIPLOMA IN PRINT JOURNALISM
DIPLOMA IN DIGITAL JOURNALISM

MODULE I

INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2

1 hour

INSTRUCTIONS TO CANDIDATES

*You have **ten** minutes to read through the instructions and questions before starting the examination.*
Any problem(s) 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 the rewritable CD provided.*
*This paper consists of **TWO** tasks. Perform **ALL** the tasks.*
*Type your **name** and **index number** as a header on each sheet used.*
Read the instructions of each task carefully.
Print on one side of the paper only.
*Hand over your **printed work** and the **rewritable CD** to the invigilator at the end of the examination.*
Candidate should answer the questions in English.

This paper consists of 5 printed pages.

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

Turn over

TASK I

Figure 1 shows an extract of a spreadsheet with details of motor vehicles imported by Amani Motors Ltd. Use it to answer the questions that follow.

Vehicle Make	Vehicle Type	Buying Price	Tax	Markup	Selling Price
Toyota Premio	Saloon	500000			
Nissan B14	Pickup	300000			
Toyota Fielder	Station Wagon	450000			
Isuzu Dmax	Pickup	875000			
VW Passat	Saloon	750000			
Toyota Noah	Family	620000			
Tax	Saloon	75 %			
	Station Wagon	55%			
	Pickup	85%			
	Family	30%			

Figure 1

(a)   (i)   Open a spreadsheet program and key in the data in Sheet1 as it appears.   (3½ marks)

     (ii)   Save the workbook as *AmaniMotors* in the **KNECEXAM** folder.   (½ mark)

(b)   (i)   (I)   Insert two rows above the column headings for the titles.

          (II)   Type the text "*Amani Motors Car Importers*" and "*December 2014 Stock*" in the rows inserted in (i) respectively.

          (III)   Merge and center the titles across cells A to F.   (3 marks)

     (ii)   Copy the contents of sheet1 to sheet2 and rename the sheets as *Question* and *Answer* respectively.   (2 marks)

(c)   (i)   Tax is computed as a percentage of the *buying price*. Using appropriate formula with cell references only compute the tax for each vehicle make.   (2 marks)

     (ii)   The company gets a markup of 15% of buying price for each vehicle sold. Using a formula that with cell references only, compute the markup for each vehicle.   (1 mark)

     (iii)   Selling price for each vehicle is the total of Buying price, Tax and Markup. Compute the selling price for each vehicle.   (1 mark)

     (iv)   Use a function to determine the number of vehicles whose selling price is more than one million.   (2 marks)

(d)   (i)   Create an embedded Column chart to show the buying price of each vehicle make. Label the chart axes appropriately.   (4 marks)

     (ii)   Print the worksheets *Question* and *Answer*.   (1 mark)

2902/103B, 2903/103B, 2906/103B, 2907/103B,
2908/103B, 2909/103B, 2912/103B, 2913/103B,
2914/103B, 2918/103B, 2921/103B, 2922/103B,
2924/103B, 2925/103B, 2927/103B, 2928/103B,
2929/103B, 2930/103B

3   **Turn over**

TASK 2

The Principal of Madego College will address newly admitted students and has requested you to prepare slides that he would use during the presentation.

(a) Open a presentation program and prepare slides as shown in Table 1. Save the presentation as *Orientation* in the **KNECEXAM** folder to print out later.   (10 marks)

| Slide Number	Content
1	**Principal's Speech** Orientation for New Students
2	**Preliminary** • I sincerely welcome you to our college. You made a good decision in choosing to train with us. We offer quality training to our students and we are privileged to serve you.
3	**Some of the courses offered** • Diploma in Sales & Marketing • Certificate in Sales & Marketing • Diploma in Transport Management • Certificate in Transport Management • Diploma in Information Studies • Certificate in Information Studies
4	**Past academic performance** • For the last three years our students have excelled to join the labor market as shown below. <table><tr><td>Grade</td><td>Male</td><td>Female</td><td>Total</td></tr><tr><td>Distinction</td><td>120</td><td>98</td><td>218</td></tr><tr><td>Credit</td><td>2546</td><td>2678</td><td>5224</td></tr><tr><td>Pass</td><td>56</td><td>49</td><td>105</td></tr></table>
5	**New Courses** • The college plans to introduce new courses such as Laboratory Technology, Food and Beverage and Community Development in the next academic year.
6	**Welcome to our College**

Table 1

2902/103B, 2903/103B, 2906/103B, 2907/103B,
2908/103B, 2909/103B, 2912/103B, 2913/103B,
2914/103B, 2918/103B, 2921/103B, 2922/103B,
2924/103B, 2925/103B, 2927/103B, 2928/103B,
2929/103B, 2930/103B

July 2018   4

(i) Insert a footer with the text *"Orientation of New Students"* in the slides. (1 mark)

(ii) Insert a new slide after the 3rd slide and create a chart as shown below. (3 marks)

Communication Channel
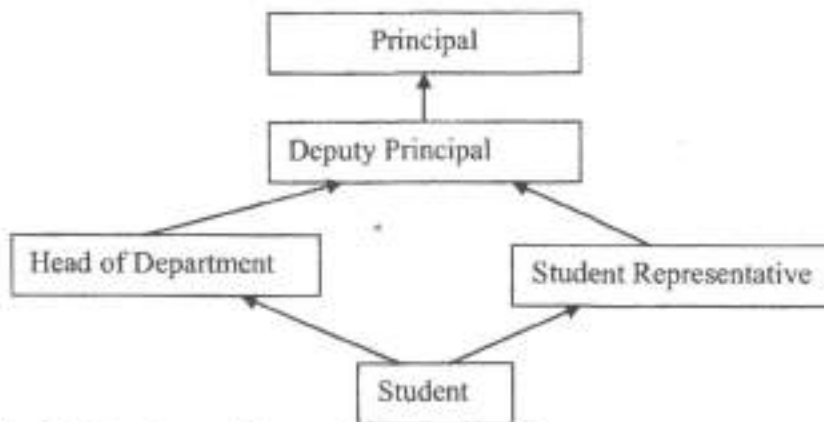
(b) (i) Apply Wipe Down slide transitions to all slides. (2 marks)

(ii) Apply the *dissolve animation* on slide 3. (2 marks)

(c) Save the changes made on the presentation and print the *Orientation* presentation as handouts with three slides per page. (2 marks)

THIS IS THE LAST PRINTED PAGE.

2902/103B, 2903/103B, 2906/103B, 2907/103B,
2908/103B, 2909/103B, 2912/103B, 2913/103B,
2914/103B, 2918/103B, 2921/103B, 2922/103B,
2924/103B, 2925/103B, 2927/103B, 2928/103B,
2929/103B, 2930/103B
July 2018   5