

2902/103B, 2903/103B, 2906/103B, 2907/103B,
2908/103B, 2909/103B, 2912/103B, 2913/103B,
2918/103B, 2921/103B, 2922/103B, 2925/103B,
2926/103B, 2927/103B, 2928/103B, 2929/103B,
2930/103B

**INFORMATION COMMUNICATION
TECHNOLOGY (PRACTICAL)**

Paper 2

November 2022

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 MARITIME TRANSPORT OPERATIONS
DIPLOMA IN TOUR GUIDING OPERATIONS
DIPLOMA IN TOUR GUIDING AND TRAVEL OPERATIONS
DIPLOMA IN PROJECT MANAGEMENT
DIPLOMA IN CLERICAL OPERATIONS
DIPLOMA IN INVESTMENT MANAGEMENT
DIPLOMA IN MARITIME TRANSPORT LOGISTICS
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DIPLOMA IN PRINT JOURNALISM
DIPLOMA IN BROADCAST 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 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.

This paper consists of TWO tasks. Perform the TWO 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.

Candidates should perform the tasks in English.

This paper consists of 7 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 on 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

Karen, a consultant, intends to give a training on strategic management to the board members of ABC company. You have been tasked to prepare the presentation for the training using the information in Figure 1.

- (a) Open a presentation program and create the slides as it appears in figure 1. Save the presentation as *stratmgt* in the KNECEXAM folder. (15½ marks)

SLIDE NO	CONTENT																	
1	<h1 style="text-align: center;">STRATEGIC MANAGEMENT</h1>																	
2	<p style="text-align: center;">STRATEGIC MANAGEMENT</p> <p>Strategic management entails:</p> <ul style="list-style-type: none"> — Analysing internal and external strengths and weaknesses. — Formulating action plans. — Executing action plans. — Evaluating to what degree action plans have been successful and — Making changes when desired results are not being produced. 																	
3	<p style="text-align: center;">Strategies</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="background-color: #cccccc;">COMPETITIVE ADVANTAGE</th> </tr> <tr> <th rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);">Market Scope</th> <th rowspan="2">Broad</th> <th>Superior Value</th> <th>Low Price</th> </tr> <tr> <th>Overall Differentiation</th> <th>Overall Low Cost</th> </tr> <tr> <th>Focus</th> <th>Focused Differentiation</th> <th>Focused Low cost.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COMPETITIVE ADVANTAGE				Market Scope	Broad	Superior Value	Low Price	Overall Differentiation	Overall Low Cost	Focus	Focused Differentiation	Focused Low cost.				
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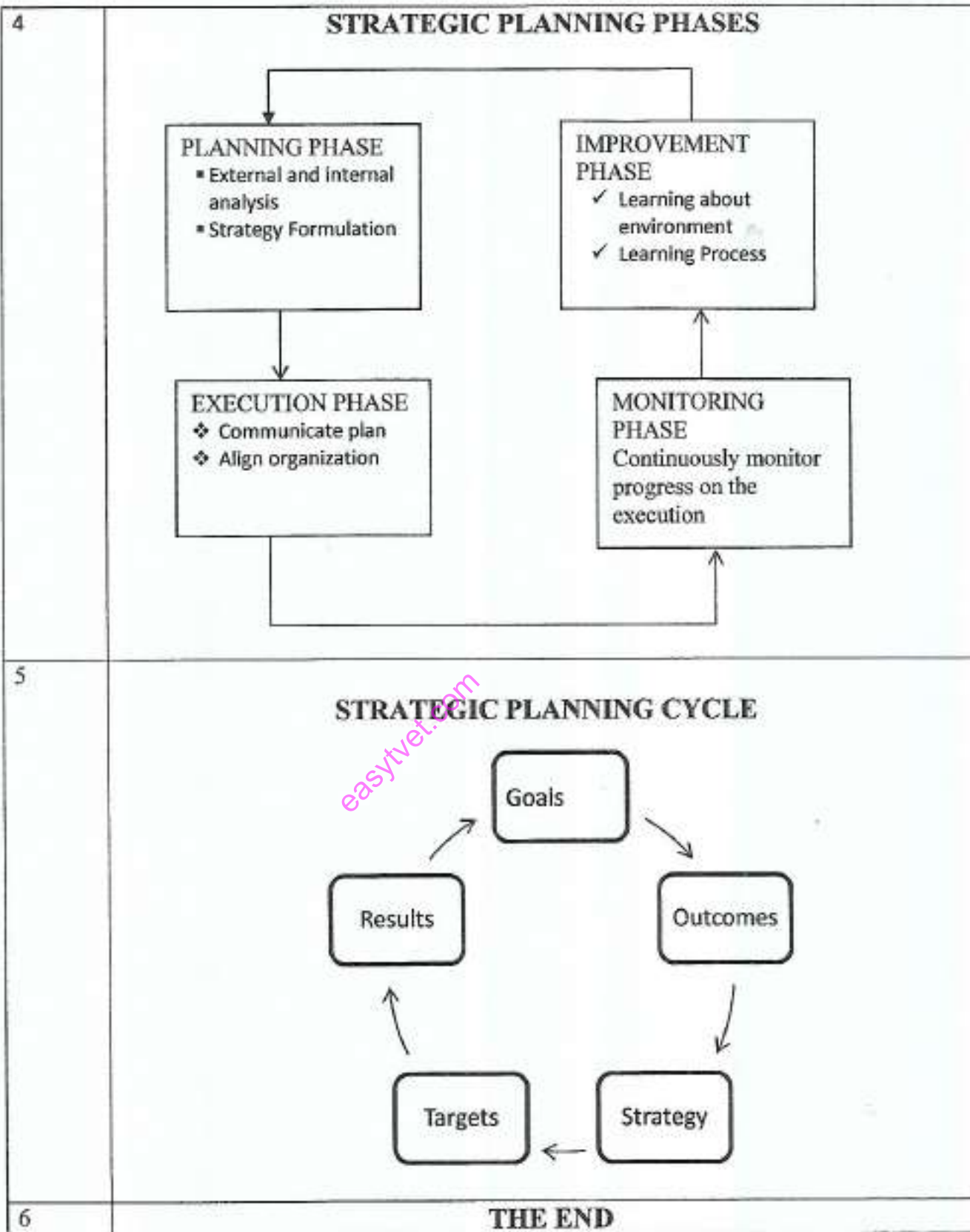


Figure 1

- (b) (i) Apply slide theme of your choice to all the slides. (½ mark)
- (ii) Apply the following animations to all slides:
- (I) transition: *split vertical out*; (1 mark)
 - (II) *transition* speed: *Slow* to all slides. (½ mark)
- (iii) Insert the following in the footer section of the slides:
- (I) the text "*Strategic planning*" except the first slide. (1 mark)
 - (II) Slide numbers. (½ mark)
- (c) Save the changes to print out later *stratmgt* as hand-outs of four slides per page. (1 mark)

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TASK 2

Figure 2 shows a spreadsheet extract of sales used by Kiki Toy wholesaler to compute their sales.

- (a) (i) Open a spreadsheet program and create the worksheet in Sheet1 as it appears in Figure 2. Save the workbook as *Toys* in the **KNECEXAM** folder. (7 marks)

	A	B	C	D	E	F
1	KIKI TOY WHOLESALERS					
2	Item Code	Item Description	Category	Opening Stock Units	Price per unit	Units sold
3	M1001	Magicians Hat	Magic Supplies	60	1200	45
4	P1001	Puzzle World	Puzzles	75	1500	70
5	T1001	Model Train Car	Model Trains	90	1100	60
6	V1001	Radio-Controlled Aircraft	Radio-controlled toys	120	1750	65
7	P2001	Puzzle Cats	Puzzles	85	1525	85
8	M1002	Magicians Wand	Magic Supplies	115	950	100
9	P3001	Puzzle Dogs	Puzzles	92	1050	75
10	T1002	Train Track	Model Trains	45	2200	30
11	M1003	Trick Cards	Magic Supplies	50	2100	35
12						
13						
14		Discount Rate				
15		15%				
16						

Figure 2

- (ii) Add the following as column titles to appear after units sold:
Amount Sold; Discount Allowed; Total Sales; Closing Stock Units and Comment (2 mark)
- (b) Using a function and cell addresses only, compute each of the following for each item: (1 mark)
- (i) Amount sold; (1 mark)
 - (ii) Discount Allowed, using the value in cell B15 based on the amount sold; (2 marks)
 - (iii) closing stock units; (1 mark)
 - (iv) Total sales; (HINT: total sales = amount sold- discount allowed) (1 mark)
- (c) Use the IF function to insert the comment "Fast Moving" for items whose closing stock units is less or equal to 15 or "Slow Moving" for the rest of the items. (2 marks)

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- (d) (i) Copy the contents of Sheet1 to Sheet2. (½ mark)
- (ii) Using the data in Sheet2, display only the data for the items in *Magic supplies* category and whose comment is *fast moving*. (1 ½ marks)
- (e) (i) Change the page orientation of Sheet1 and Sheet2 to landscape and scale the worksheet to 75%. (1 mark)
- (ii) Save the changes to print out later each of the following:
- (I) Sheet1;
- (II) Sheet2. (1 mark)

THIS IS THE LAST PRINTED PAGE.