1901/204A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)
Paper 1
November 2022
Time:1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SECRETARIAL STUDIES

MODULE II

INFORMATION AND COMMUNICATION TECHNOLOGY II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

This paper consists of *TEN* questions.
Answer *ALL* the questions in the answer booklet provided.
All questions carry equal marks.
Candidate should answer the questions in English.

This paper consists of 3 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

1. (a) State the function of each of the following view features in a spreadsheet program:

    (i)   Split;

    (ii) Hide Window.   (2 marks)

    (b) Explain the function of a *hyperlink* feature as used in a spreadsheet program.   (2 marks)

2. (a) With the aid of an example, explain the meaning of the term *cybercrime* as used in computing.   (2 marks)

    (b) An interviewee was asked about professional values that one is expected to uphold while working. State **four** such values she could have mentioned.   (2 marks)

3. A company installed a spreadsheet program in their computers for their daily operations. Explain **two** ways the company could use the program in these operations.   (4 marks)

4. Distinguish between *auto fill* and *auto complete* features as used in spreadsheet programs.   (4 marks)

5. (a) Explain the function of *print preview* feature as used in spreadsheet programs.
                                                                            (2 marks)

    (b) Figure 1 is a section of a spreadsheet worksheet, use it to answer the question that follows.
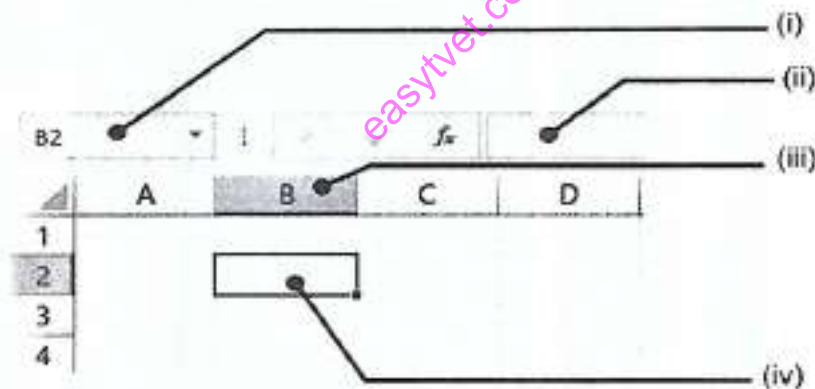

    Figure 1

    Name the features labelled (i). (ii), (iii) and (iv) respectively.   (2 marks)

6. The following errors occurred while working on a spreadsheet program:
    * ######
    * Name?

    (a) Outline the cause of each of the error.   (2 marks)

    (b) State how each could be corrected.   (2 marks)

7. With the aid of an example in each case, describe the following types of data in a spreadsheet:

    (a) labels;

    (b) values.   (4 marks)

8. Figure 2 shows a chart created using a spreadsheet program. Use it to answer the question that follows.

Figure 2

State **eight** chart elements that have been used in the figure. (4 marks)

9. (a) Explain **one** advantage of using macros in a spreadsheet program. (2 marks)

   (b) A teacher intends to use a spreadsheet program to rank students based on the outcome of an examination. Describe the feature that the teacher could use to achieve this. (2 marks)

10. Figure 3 is a spreadsheet extract showing the computation of commissions earned by salespersons during the month of January. Use it to answer the questions that follow.

	A	B	C
1	JANUARY 2022 COMMISSIONS		
2	Sales Person	Sales	Commission
3	Ben	26000	
4	Sarah	35350	
5	Total Sales		
6			
7	RATE	10%	

Figure 3

   (a) Write a formula containing a function and cell addresses only, that would be used to compute *Total Sales* for all the sales persons in cell B5. (2 marks)

   (b) Write a formula containing absolute cell referencing to compute commission earned by Ben using the percentage rate in cell B7. (2 marks)

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