1901/204A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)
Paper 1
July 2023
Time: 1 hour

378

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SECRETARIAL STUDIES

MODULE II

INFORMATION AND COMMUNICATION TECHNOLOGY II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO THE CANDIDATE

*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 2 printed pages.

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

Turn over

1. (a) State **four** workbook views in a spreadsheet program. (2 marks)

    (b) Outline **two** instances of cyber-attacks that could pose a threat to an organization's network. (2 marks)

2. Describe each of the following spreadsheet program features, stating **two** examples in case:

    (a) zoom;

    (b) freeze. (4 marks)

3. Explain each of the following categories of functions in a spreadsheet program, stating **two** examples of each:

    (a) logical;

    (b) text. (4 marks)

4. Ruth intends to secure data created in spreadsheet documents. Outline **four** data security measures that she may apply on the documents. (4 marks)

5. Outline **two** differences between a *worksheet* and a *workbook* as used in spreadsheet programs. (4 marks)

6. Describe each of the following features in a spreadsheet programs:

    (a) name box;

    (b) hyperlink. (4 marks)

7. Explain **two** circumstances that would necessitate the use of a *macro* in a spreadsheet program. (4 marks)

8. Figure 1 is a worksheet extract showing records of data for students who sat for end term examination. Use it to answer the question that follows.

	A	B	C	D	E	F
1	TERM 2, 2022 EXAMINATION PERFORMANCE					
2	NAME	ICT	COMM SKILLS	EP	TOTAL	AVERAGE
3	John	20	54	84		
4	Peter	75	58	96		
5	Rose	48	84	47		

Figure1

List **eight** cell formats that have been applied on the worksheet. (4 marks)

9. There are various types of content that could be imported from other documents while creating a worksheet in a spreadsheet program. Outline **four** examples of such content. (4 marks)

10. Explain **two** methods of placing a created chart in a worksheet. (4 marks)

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