

2902/103B, 2903/103B, 2906/103B,  
2908/103B, 2909/103B, 2912/103B,  
2918/103B, 2921/103B, 2922/103B

INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2

July 2015

Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN SALES AND MARKETING  
DIPLOMA IN SUPPLY CHAIN MANAGEMENT  
DIPLOMA IN BUSINESS MANAGEMENT  
DIPLOMA IN HUMAN RESOURCE MANAGEMENT  
DIPLOMA IN ROAD TRANSPORT MANAGEMENT  
DIPLOMA IN TOURISM MANAGEMENT  
DIPLOMA IN TOUR GUIDING MANAGEMENT  
DIPLOMA IN PETROLEUM MANAGEMENT  
DIPLOMA IN PROJECT MANAGEMENT

MODULE 1

INFORMATION COMMUNICATION TECHNOLOGY (PRACTICAL)

Paper 2

1 hour

### INSTRUCTIONS TO CANDIDATES

*You have ten minutes to read the instructions and the 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 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.*

*Candidates should answer the questions in English*

**This paper consist of 6 printed pages**

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

**TASK 1**

Figure 1 shows an extract of a spreadsheet file with the details of revenue earned by Theconia Road Sacco drivers. Use it to answer the questions that follow.

- (a) Open a spreadsheet program and create the worksheet as it appears in Figure 1. Save the workbook as *theconia* in the **KNECEXAM** folder to print out later. (5 marks)

	A	B	C	D	E	F	G
1			Earnings				
2	Driver Name	Car No	Qtr 1	Qtr 2	Qtr 3	Grand Total	Commission
3	Rebeccah Njoma	KLM 324	700,000	1,789,200	850,500		
4	Job Wanjau	KJM 234	966,699	695,200	699,900		
5	Fred Anchwanga	KTM 345	696,500	1,996,900	999,900		
6	Kimberly Tim	KJM 590	452,966	900,600	950,450		
7	Vinke Mwasote	KKT 356	855,963	985,600	990,600		
8	Jane Siboi	KLM 357	789,632	695,500	770,900		
9	Ruth Kawanga	KLM 567	136,560	500,536	605,600		
10	John Alihabkar	KJM 578	285,966	436,458	896,850		

Figure 1

- (b) (i) Copy the content of Sheet 1 to Sheet 2. (1 mark)  
(ii) Rename Sheet 2 as *earnings*. (1 mark)
- (c) Perform the following operations on the details in the Sheet named *earnings*. (3 marks)  
(i) Insert a blank row above Row 1  
(ii) Merge and center cells A1: G1  
(iii) Key in the following text "Theconia Driver Earnings" in the merged cells in the row inserted in (i)
- (d) Using cell references only, insert a formula to calculate the grand totals for quarterly earnings. (2 marks)
- (e) Compute the commission earned by each driver if the commission payable is based on the criteria below. (3 marks)

Criteria	% Of Grand Total
Less than 1,500,000	0%
1,500,000 to 2,500,000	5%
Greater than 2,500,000	10%

- (f) Create a clustered bar chart for driver name, car number against the quarters. Save it as chart 1. (2 marks)
- (g) Print out the following documents:  
(i) The worksheet named *earnings* showing formulas instead of values; (2 marks)  
(ii) Chart. (1 Mark)

**TASK 2**

Figure 2 shows the content of slides to be used by the project manager of Jitenge Women Association during a stakeholders meeting. 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 *jitenge* in the **KNECEXAM** folder. (14 marks)

Slide No.	Slide content
1	<p style="text-align: center;"><b>Jitenge Women Association</b>  <b>Stakeholders Meeting</b>  <b>Presenter:</b>  <b>Mrs. Jabeth Katembo</b>  <b>Project Manager</b></p>
2	<p style="text-align: center;"><b>INTRODUCTION</b></p> <div style="display: flex; justify-content: space-around; align-items: center; text-align: center;"> <div style="background-color: black; color: white; padding: 10px; border-radius: 15px; width: 150px;">You</div> <div style="background-color: black; color: white; padding: 10px; border-radius: 15px; width: 150px;">Are</div> <div style="background-color: black; color: white; padding: 10px; border-radius: 15px; width: 150px;">We</div> </div>
3	<p style="text-align: center;"><b>MOTTO</b></p> <div style="display: flex; justify-content: space-around; align-items: center; text-align: center;"> <div style="text-align: left;"> <p>Excellence</p> <p>Working</p> <p>Towards</p> </div> <div style="text-align: center;"> <p>Executive</p> </div> </div>

4

# Background

The association was founded on a Christian Foundation in July 2013. the association was founded by women from diverse professions and experience. The association has experienced tremendous growth over time and continues to help women who are in need.

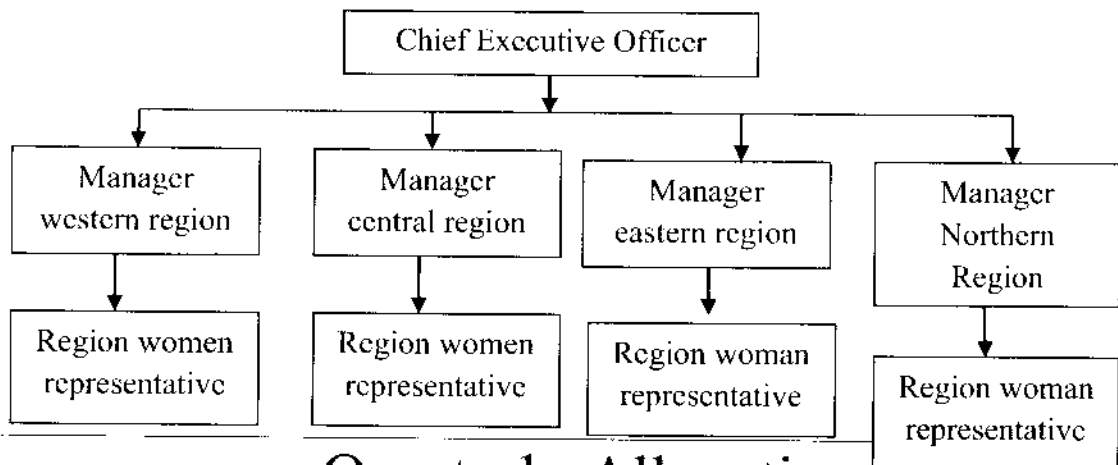
5

# Core values

- integrity
- self respect
- quality
- diversity
- professionalism
- commitment
- dedication

6

# Organizational Structure



7

# Quarterly Allocation (kshs)

Region	Quarter 1	Quarter 2	Quarter 3
Western	950,000	1,500,000	2,500,000
Eastern	900,000	1,200,000	2,200,000
Central	950,000	1,500,000	2,500,000
Northern	850,000	1,200,500	2,100,000

8	<h1>Conclusion</h1> <p>Thank you for listening and we hope that we shall do business together in the future. You are highly welcome and I sincerely believe that you shall not regret partnering with these women.</p> <p>Thank you</p>

Figure 2

- (b) Apply the following animations to the slides; (2 marks)
- entrance effect - wedge;
  - Transition speed - Medium.
- (c) Apply a light blue background to all the slides and save the changes. (2 marks)
- (d) Print out three slides per page. (2 marks)