

2901/205A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)
Paper 1
November 2022
Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN SECRETARIAL STUDIES

MODULE II

INFORMATION COMMUNICATION TECHNOLOGY II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO THE CANDIDATE

*This paper consists of **THREE** questions.
Answer any **TWO** of the **THREE** questions in the answer booklet provided.
Candidates 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.

1. (a) (i) Define each of the following terms as used in desktop publishing applications:
- (I) Kerning; (2 marks)
- (II) Tracking. (2 marks)
- (ii) Alice used the *Arrange* command feature when designing a publication using a desktop publishing program. Outline **four** options she could have used. (4 marks)
- (b) (i) The following fields were used in database table:
Production Date, Product Name, Product Cost and Product Photo
State the most appropriate data type for each field. (2 marks)
- (ii) Outline **two** ways of securing data in a database. (4 marks)
- (c) Kalulu, the book-keeper of Tajiri Merchants, has given you the following information as at 31.12.2018

Long term Funds	KShs	Short term Funds	KShs
Buildings	11,000,000	Closing Stocks	850,000
Furniture & Fittings	5,500,000	Debtor	560,000
Motor Vehicles	5,800,000	Cash a bank	150,000
Creditors	250,000	Cash in hand	400,000
		Loan	5,000,000
		Suspense	15,590,000
Totals	22,550,000		22,550,000

Prepare a corrected balance sheet for Tajiri Merchants as at 31st December 2018. (4 marks)

- (d) Mustafa Hardware has several shops and would like to keep track of the operations of the shops. Describe **two** types of memorandum/day books that Mustafa Hardware could use in the shops. (4 marks)
2. (a) With the aid of a diagram in each case, describe each of the following database models.
- (i) hierarchical;
- (ii) relational. (6 marks)
- (b) (i) Describe **four** examples of text effects that could be used in desktop publishing program. (4 marks)
- (ii) The following are examples of desktop programs used in desktop publishing programs:
PageMaker, Corel draw, Ms Publisher, Photoshop, Ventura, Harvard:
Classify them as either *text based* or *graphic based*. (3 marks)
- (c) State **four** advantages of maintaining accounting records of a business using financial application software. (4 marks)

- (d) The following transactions involve Kabiri Restaurant.
March 3 Paid rent by cash Ksh28,000.
March 6 Paid Ksh40,000 of the cash of the firm into a bank account.
Record the transactions in the relevant ledger accounts. (3 marks)
3. (a) Jeff intends to design a database for a company and has identified the entities *customers* and *products*.
- (i) State **four** attributes that could be assigned to the entity *customers*. (4 marks)
 - (ii) Identify the most appropriate attribute to assign the primary key to the entity named *customers*. (2 marks)
 - (iii) State **two** reasons for creating a relationship between the *customers* and *products* entities in the database. (2 marks)
- (b) Makamu Wholesale Traders have been using a financial application program to record financial transactions. Describe **four** major subheadings that could appear in the *income statement report* extracted using the program. (4 marks)
- (c) Explain the function of each of the following features in a desktop publishing programs:
- (i) bookmark;
 - (ii) hyperlink. (4 marks)
- (d) Differentiate between *trade discount* and *cash discount* in accounting. (4 marks)

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