

2901/304A
INFORMATION COMMUNICATION
TECHNOLOGY III (THEORY)
Paper 1
November 2022
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN SECRETARIAL STUDIES

MODULE III

INFORMATION COMMUNICATION TECHNOLOGY III (THEORY)

Paper 1

2 hours

INSTRUCTIONS TO THE CANDIDATES

This paper consists of SIX questions.

Answer any FOUR of the SIX 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) Outline three disadvantages of a project management software. (3 marks)
- (b) The Manager of ABC Company Ltd. was advised to use wireless connection in his offices. Outline four benefits that could be realized from the use of this connection. (4 marks)
- (c) A project supervisor intends to sort projects stored in a project management software. Outline four sorting options he could use. (4 marks)
- (d) Figure 1 shows features found in presentation software. Use it to answer the question that follows.

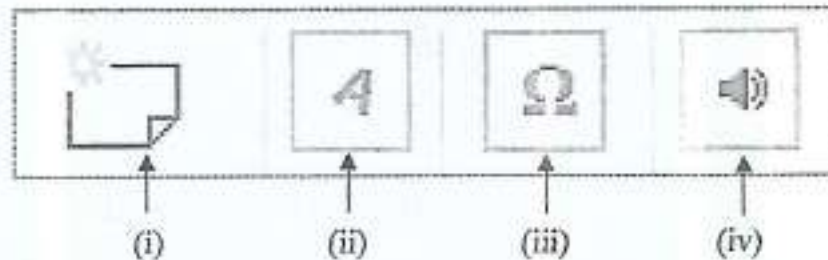


Figure 1

State the function of the features labelled (i), (ii), (iii) and (iv). (4 marks)

2. (a) Outline three uses of Work Breakdown Structure in a project management software. (3 marks)
 - (b) Differentiate between *UTP cables* and *STP cables* as used in data communication. (4 marks)
 - (c) A student intends to organize directories in an email program. Outline four directory actions that may be performed on them. (4 marks)
 - (d) The secretary of Zeddy Company Ltd. was showing an intern the different ways of activating the *Save As* dialog box when saving a presentation document. Outline four ways she could demonstrate. (4 marks)
3. (a) List six slide layouts options in presentation programs. (3 marks)
 - (b) Explain two negative impacts of data when transmitted it over the Internet. (4 marks)
 - (c) Differentiate between *team dashboard* and *team communication* as used in project management applications. (4 marks)
 - (d) With the aid of sketches, outline four slide transition options used in presentation programs. (4 marks)
4. (a) Outline three functions of milestones in a project. (3 marks)
 - (b) Draw a tree computer network topology. (4 marks)
 - (c) The position of a Project Manager had been advertised in a certain company. Outline four roles that could be performed by that employee. (4 marks)
 - (d) Figure 2 shows features of project management software. Use it to answer the question that follows.

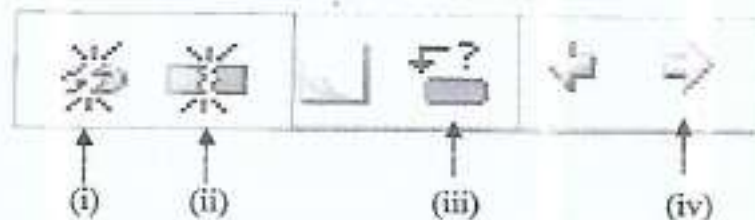


Figure 2

State the function of the features labelled (i), (ii), (iii) and (iv). (4 marks)

5. (a) Explain **two** advantages of attachments as used in email programs. (4 marks)
- (b) A user intends to insert an image in a presentation slide. Outline **three** images sources provided by the application software. (3 marks)
- (c) A group of schools intends to come up with a new project. Outline **four** types of project plans they could use. (4 marks)
- (d) Explain **two** circumstances that could necessitate the use of fiber optic cables in computer networks. (4 marks)
6. (a) Explain **two** benefits of extranet in organizations. (4 marks)
- (b) The following animation features were used in a presentation slide:
- (i) reorder animation;
 - (ii) animation effect;
 - (iii) trigger.
- Outline the function of each feature. (3 marks)
- (c) Explain **two** circumstances that would necessitate the use of PERT in project management. (4 marks)
- (d) Figure 3 represents an object created in a presentation slide. Use it to answer the question that follows.



Figure 3

List **eight** picture effects options that could be applied on the figure. (4 marks)

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