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2WI03R.   2909/103B,   2912/IU3H,   29U/103B,
2914/1038, 2918/103B, 2921/1038, 2922,103 B,
2924/1038,   292ST03B,   2927/1038,   2928/J03B.
2929/1038,2930/103 B

INFORMATION COMMUNICATION
TECHNOLOGY (PRACTK AI
 Paper 2
July 2018
Time: i hour

IMF KENYA NATIONAL EXAMINATIONS COI NCIL

**DIPLOMA IN SALES AND MAR KE UNG
DIPLOMA IN SUPPLY CHAIN MANAGEMENT
DIPLOMA IN BUSINESS MANAGEMEN T
DIPLOMA IN COOPERATIVE MANAGEMENT
DIPLOMA INHUMAN RESOURCE MANAGEMENT
DIPLOMA IN ROAD TRANSPORT MANAGEMENT
DIPLOMA IN TOURISM MANAGEMENT
DIPLOMA IN INFORMATION SCIENCE
DIPLOMA IN E NTREPRENEURSHIP
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DIPLOMA IN PROJECT MANAGEMENT
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DIPLOMA IN MARITIME TRANSPORT' OtrST l< S
DIPLOMA IN DISASTER MANAGEMENT
DIPLOMA IN BROADCAST JOURNALISM
DIPLOMA IN PRINT JOURNALISM
DIPLOMA IN DIGITAL JOURNALISM**

MODULE J

INFORMATION COMMUNICATION TECHNOLOGY (PRAC IICAJ.)

Paper 2

1 hour

INSTRUC I IONS IT) CANDIDATES
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 \ *tty problem(s) mth rh<- c(nnffuicesfwuid be reported to the* JA'*igiiutor imntedtolely*
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lijw yOto tiatne and index number as a header on each sheet used.
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pu^ei urr primed H5 indict! cd and tJinl □□ questions are iidssiny.

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SPEC IF1C LN STRUCTIONS TO THE CANDIDATE

I   Crease a folder namqd **KNECEXAIW** on the deaiftpp la save all the Work done n> this paper.

2.   Ensure that the **KNECEXAM** folder and **all** its content ia burnt onto the rewritable CB ar the
     end of the Examination.

2902/103 B, 29U37103 B. 2 906/103 ft. 2007/103 B,
290H.l03B, 2909/1 <J3B$_T$ 29 f 2/10311, 291.Vl03 B.
29I4103B.   2918/1038,   2921 / l03H,   2922/IOJfi.
292V10311, 2925; I IBB. 2927, HI3B, 2928'103B.
2929/ 1G3B, 293 U; 1038

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TASK I

Figure I shows an extract of a spreadsheet with details of motor vehicles imported by Amani Motors Ltd. Use it to answer the questions that follow.

Vehicle Make	Vehicle Type	Buying Price	Tai	Markup	Selling Price
Toyota Prernio	Saloon	5LK)()IX)			
Nissan B14	Pickup	3000FMI			
Toyota Fielder	Station Wagon	450000			
Isuzu Dmax	Pickup	875000			
VW Passat	Saloon	750000			
Toyota Noah	Family	62O0LX)			
Tux	Saloon	75%			
	Station Wagort	55%			
	Pickup	85%			
	Family	30%			

Figure 1

(a) (i) Open u spreadsheet program and key in rhe data tn Sheet 1 os it appears. (3'/i marks)

(ii) Save the workbook as ,-1wr?nrA/ofors in the KNECEXAM folder, (½ nuuk)

1b) ii) (I) Insert two rows above the column headings for the titles.

IH) Type the text *Amani* Atom *Car importers* and "Dere/nfiifcr *2014* Stock" in the rows inserted in (i) respectively

fill) Merge and center the titles across cells A to E (3 marks)

<n) t \ipy the contents of sheet J to sbcct2 and rename the sheets as yweWofl and -Inrн,*er* respectively. (2 marks)

(c) (i) lax is computed as a percentage of the *buying priu'* Using appropriate formula with cell references only compute the tax for each vehicle make (2 marks)

(ii) The company gels a markup of 5% of buying price for each vehicle sold. Using a formula that with cell references Only, compute the markup for each vehicle. (I mark)

(tn) Selling price for each vehicle is Lhe total of Buying price, Tax and Markup. Compute the selling price for each vehicle. (I mark)

(iv) Use a function to determine the number of vehicles whose selling price is mure than one million. (2 marks)

<d) (i) Create an embedded Column chart to show the buying pnee of each vehicle make L abel the chart axes appropriately. (4 marks)

(ii) Pnnl the worksheets *Question* and J ns wee. (I mark)

2902403B, 2903/1 <13H. 2906/10.3B, 2907/103 B.
2908/1U3B, 2909/1 IBB, 2912/103R, 2913/10311,
2914,1U3B, 291X! I03B, 2921/1038, 2922/1038.
2924/103B, 2925/103 B, 2927,103B, 2928/I03B.
2929/103B, 2930/103R

Me 2018 3 **Turn over**

TAS K 2

Hie Principal of Madegjo College will address newly admit led students and has requested you to prepare slides that he would use during the presentation.

(a) Open a presentation program and prepare slides as shown in Table i. Save the presentation as Orfe/j/onofl tn the KN EC EXAM folder to print out later. (!0 marks)

Slide Number	Content
1	Prinripul "s Speech Orientation for New Students
2	Preliminary * I sincerely welcome you to our college, You made a good decision in choosing to (rain with us. We offer quality training to our students and we are privileged to serve you.
3	Some of the courses offered * Dip'inma in Saits i Marketing * t'crnficatc in Sates & Marketing * Diploma in Transport Management * Ceiiificnw 10 Transport Management * Diploma m Inlhnniitioii Studies * C^LkfiL-.iif Lr.bioimmion Studies
4	Past academic performance * For the last three years our students have exceled to join the labor market as shown below,

Crude	Male	Female	Total
Distinction	120	98	218
Credit	254	2678	5224
Pass	56	49	105

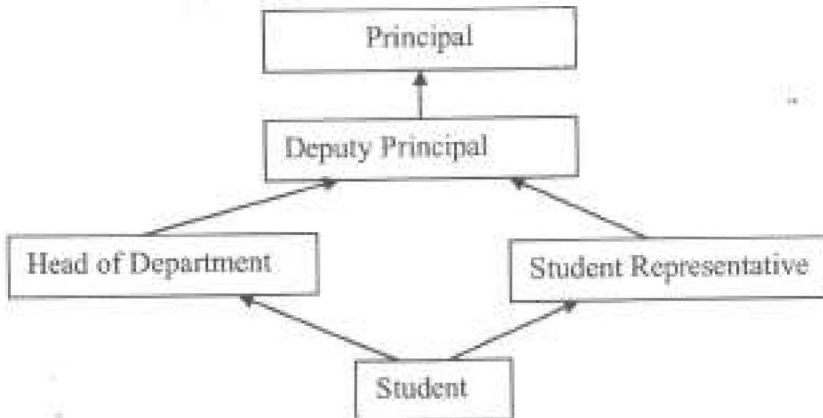| Slide Number	Content
5	**New Courses** * The college plans LO introduce new courses such as Laboratory Technology, Fund am! Beverdgu and Community Development in the next academic year.
6	Welcome to our College

Tabic I

0) Insert a footer with the IcXt *"Orientation t>J Nev- Stifdemv* in the slides (3 murks)

l ii} Insert a new 5-1 ide after ihc 3"ᴶ slide and create a chart US shown below.

CeniniunicAriun Chunnel

(b) (i) Apply Wipe Down slide transitions to all slides (2 marks)

(in Apply the <4sjp/ve<Ni/fflrjrA>n on slide 3. 12 marks)

(c) Save the changes made cm tile presentation and print the (Jrt-t'Jt/iJfWW presentation as handouts with three slides per page. (2 marks)

THIS IS THE LAST PRINTED PAGE.

2WUI03B, 2903/103B. 2906/103 B, 2%?.'103B-290B/103B, 2"l19'IO3B, 2912/103B, 2913/103B. 29 14, 103 B. 291K.¹103 B, 2921 /103R, 1922/ 10J B, 2924/103 B, 2925/I03R, 2927/103R. 2928/103B, 2929/1 111 B, 2930/103 B

jj./v 2fl/a 5