1902/I04B, 1903/104B, 1906/104B, 1907/I04B, 1908/104B
1909/I04B, 1916/104B, 1918/104B, 1919/104B, 1922/104B
1923/104B, 1924/104B, 1925/104B, 1926/104B
INFORMATION COMMUNICATION TECHNOLOGY (Practical)
July 2017
Paper 2
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SALES AND MARKETING
CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT
CRAFT CERTIFICA I E IN BUSINESS MANAGEMENT
CRAFT CERTIFICATE IN COOPERATIVE MANAGEMENT
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
CRAFT C ERTIFICATE IN ROAD T RANSPORT MANAGEMENT
CRAFT CERTIFICAT E IN MARITIME TRANSPORT OPERAT IONS
CRAFT CERTIFICATE IN FOUR GUIDING AND OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING AND TRAVEL OPERATIONS
CRAFT CERTIFICATE IN PROJECT MANAGEMENT
CRAFT CERT IFICATE IN CLERICAL OPERATIONS
CRAFT CERTIFICATE IN INVESTMENT' MANAGEMENT
CRAFT CERT IFICAT E IN MARITIME TRANSPORT LOGIST ICS
CRAFT CERT IFICA I E IN HUMAN RESOURCE M ANAGEMENT
MODULE I
INFORMATION COMMUNICATION TECHNOLOGY (Practical)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES

You have ten minutes to read through the instructions and the paper before starting the examinations.
Any problem with the computer should be reported to the invigilator immediately.
Direct any queslion(s) to the invigilator only. Conversing with fellow students may lead io disqualification.
*Write your **name** and **index** number on the answer booklet and **rewritable CD***
*Type your **name** and **index** number as a header on **each printed page.***
Perform all the three tasks. Each task carries 20 marks.
Read the instructions of each task carefully.
Print on one side of the paper only and use afresh sheet ofpaper for each task.
Ensure that all your printed work is inserted in the answer booklet at the end of the examination.
*Hand over your question paper, **answer booklet** and **rewritable CD** to the invigilator.*

This paper consists of 8 printed pages.
Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.

'C2017 The Kenya National Examinations Council   **Turn over**

SPECIFIC INSTRUCTIONS TO CANDIDATE

1.   Create a folder named **KNECEXAM** on the desktop.

2.   Ensure that the **KNECEXAM** folder and all its content is burnt onto the **Rewritable CD** at the end of the examination.

1902/104B, 1903/104B, 1906/104B, 1907/104B
1908/1 (MB, 1909/104B. 1916/104B, 1918/104B
1919/104B, 1922/104B, 1923/104B, 1924/104B
1925/104B. 1926/104B

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TASK 1

(a) (i) Open a word processing program and type the following document as it appears. Save it as *Data Analysis* in the **KNECEXAM** folder. (7 marks)

DATA ANALYSIS

Analysis of data is a process of inspecting, cleaning, transforming, and modeling data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making.

Data analysis has multiple aspects and approaches, encircling varied techniques under a variety of names, in different business, science, and social science domains.

~~Data mtiwtg~~ is a data analysis technique that focuses on modeling and knowledge discovery for predictive rather than purely descriptive purposes. In statistics, people divide data analysis into the following:

- descriptive statistics
- exploratory data analysis(EDA),
- confirmatory data analysis (CDA).

EDA focuses on discovering new features in the data and CDA on confirming or falsifying existing hypotheses. Data integration is a pioneer in data analysis, and data analysis is closely linked to data visualization and data dissemination.

(ii) Format the title to : Font: Algerian ; Font Size: 16 ; Font style : Bold; Font Effect: Engrave. (2 marks)

(iii) Format the third paragraph to : Two columns with a line between and Double line spacing (1 mark)

(iv) Insert a *watermark* with the text "DATA ANALYSIS" to appear *diagonally* on the document. (2 marks)

(b) The management of Messo Hotels intends to visit some tour companies to familiarize themselves with the services offered. The hotel management has therefore decided to formally communicate their intention through letters.

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1908/104B, 1909/104B, 1916/104B, 1918/104B
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1925/104B, 1926/104B

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(i) Open a word processing program and create the following document as it appears. Save it as *main document* in the **KNECEXAM** folder. (3 marks)

MESSⒸ EKJⒸTFE^D=Ṣ

ⒸⒸⒸⒸⒸⒸ

To; « Title » «Name>
    « Company»
    «Addrcss» «City»

SUBJECT: REQUEST FOR A VISIT

We would wish to visit your «Cornpany» on «I)ale» to familiarize ourselves with the services you are offering. This will enable us to make informed decision on future business engecments.

Yours faithfully.
James

JK

Director

(ii) The management of Messo I lotels maintains a list of contacts of various lour companies and the date of proposed visitation as shown in fable 1.
Open a word processing program and create the table as it appears. Save it as *datasource* in the **KNECEXAM** folder. (3 marks)

Title	Name	Company	Address	City	Date
Mr	George	Victory Adventures	666999	Nairobi	20th June
Ms	Jollyn	Wcslv Travel and fours	X8X444	Narok	2nd July
Mr	Kenneth	Meridian Travellers	222333	Mombasa	15,h August

fable 1

(c)   (i) Merge the   with the *datasource.*

'-(ii) Save the merged document as *letters* in the **KNECEXAM** folder. (I mark)

(d)   Print out later each of the following documents:

   (i)   data analysis;

   (ii)   main document;

   (iii)   letters. (1 mark)

1902/104B, 1903/104B, 1906/104B, 1907/104B
1908/104B, 1909/104B, 1916/104B, 1918/104B
1919/104B, 1922/104B, 1923/104B, 1924/104B
1925/104B, 1926/104B

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TASK 2

A commercial bank computes the cost of mileage its sales representative incur monthly using a spreadsheet program. Figure 1 shows an extract of the weekly mileage travelled by each sales representative for the month of January 2016. Use it to answer the questions that follow.

(a)   (i) Open a spreadsheet program and key in the data in sheet 1 as it appears. Save the workbook as *Travel* in the **KNECEXAM** folder .   (8 marks)

TRAVEL EXPENSES FOR THE MONTH OF JANUARY 2016

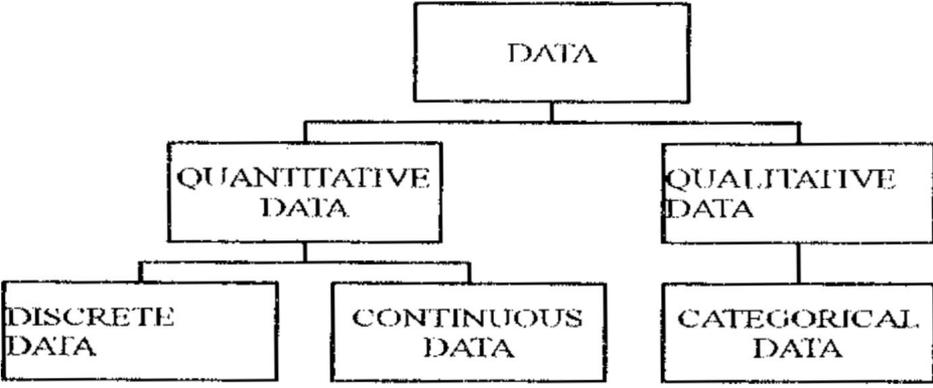| Sales Representative	Mileage travelled in kilometers				Total Mileage	Mileage Cost
	Week I	Week 2	Week 3	Week 4		
John	155	235	95	190		
Peter	220		120			
Maurice	110	125	140			
Melvin		165	160			
Moses		155				
					Total Mileage Cost	
Cost Per Kilometre						

figure 1

(ii)   Format the column titles labelled Week 1 .Week 2, Week 3 and Week 4 to *Text orientation* of *45 degrees.*   (1 mark)

(b)   (i) Using an appropriate function, calculate the *Total Mileage* covered by each salesman for the month.   (1 mark)

(ii) Fhe bank spends KsA 200 for every kilometre covered by each sales representative. Use a formula and cell reference only to determine each of the following:

I.   the mileage cost incurred by each representative in January.   (1 mark)

II.   total mileage cost incurred by the bank in January.   (1 mark)

(c)   (i)   I.   Copy the contents of Sheet 1 to cell range A1 :G 10 of Shcet2.   (1 mark)

II.   Rename Sheet 1 and Sheet2 as *Mileage* and *Extract* respectively.   ('A mark)

(ii)   Use an appropriate feature to display the records whose mileage cost is less than Ksh 150,000 in the sheet named *extract.*   (2 marks)

(iii)   Insert an embebded *column chart* showing the mileage covered by each representative for the four weeks in sheetl. Label the chart appropriately.   (3 marks)

(d) Save the changes to print out later sheets named *Mileage* and *Extract.*   (1 '/?. marks)

TASK 3

A data analyst has been invited to facilitate a seminar on the topic "Statistical Data". He has therefore decided to use a presentation program to prepare his lecture notes.

(a) Open a presentation program and create the slides as they appear in *Figure 2*. Save the presentation as *DATA* in the **KNECEXAM** folder. (15 marks)

SLIDE NUMBER	CONTENT
1	**STATISTICAL DATA**
2	**TYPES OF STATISTICAL DATA** *Qualitative data* - data deals with characteristics and descriptors that can't be easily measured, but can be observed subjectively. *Quantitative data* - data deals with numbers and things you can measure objectively.
3	**CLASSIFICATION OF STATISTICAL DATA**

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1908/104B, 1909/104B, 1916/104B, 1918/104B
1919/I04B, 1922/104B, 1923/104B, 1924/104B
1925/104B, 1926/104B

Examples of Data

Type of data	Examples
Discrete Data	The number of children in a family
Continuous Data	The height of the child
Categorical data	The gender of the child

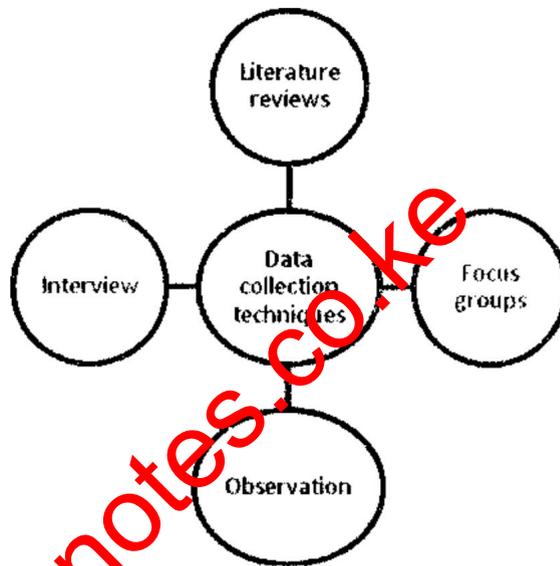## TECHNIQUES OF COLLECTING STATISTICAL DATA

Figure 2

(b) Apply each of the following to all the slides:

    (i)   slide design of your choice;   (I mark)

    (ii)   slide transition of your choice ;   (I mark)

   '(iii) slide number as footer.   (1 mark)

I902/104B, 1903/104B, 1906/104B, 1907/104B
1908/104B, 1909/104B, 1916/104B, 1918/104B
1919/104B, 1922/104B, 1923/104B, 1924/104B
I925/104B, 1926/104B

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(Q) Save the changes to print out later *data* as *handout* with **three** slides per page. **(2** marks)

THIS IS THE LAST PRINTED PAGE.

1902/104B, 1903/104B, 1906/104B, 1907/104B
1908/104B, 1909/104B, 1916/104B, 1918/104B
1919/104B, 1922/1 (MB, 1923/104B, 1924/104B
1925/104B, 1926/104B