1902/104A, 1903/1 (MA, I9O6/I04A, 19O7/IO4A,
19W104A, 1909/1 IMA, 1916/1 l)4A, 1918/104 A,
1919/104 A. 1922/104A, 1923/104A, 1924/I04A,
I925/104A. 1926/I04A
IN FORMAT ION COM M U NI CAI I ON
TECHNOLOGY (THEORY)
Paper 1

November 2018
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN SALES AM) MARKETING
CRAFT CERTIFICATE IN SUPPLIES MANAGEMENT
CRAFT CERTIFICATE IN BUSINESS MANAGEMENT
CRAFT CERTIFICATE IN COOPERATIVE MANAGEMENT
CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
CRAFT CERTIFICATE IN ROAD TRANSPORT MANAGEMENT
CRATFT CERTIFICATE IN MARITIME TRANSPORT OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING OPERATIONS
CRAFT CERTIFICATE IN TOUR GUIDING AND TRAVEL OPERATIONS
CRAFT CERTIFICATE IN PROJECT MANAGEMENT
CRAFT CERTIFICATE IN CLERICAL OPERATIONS
CRAFT CERTIFICATE IN INVESTMENT MANAGEMENT
CRAFT CERTIFICATE IN MARITIME TRANSPORT LOGISTICS
CRAFT CERTIFICATE IN HUM AN RESOURCE MANAGEMENT

MODULE I

INFORMATION COMMUNICATION TECHNOLOGY (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

This paper consists ofTE.hi questions.
Answer ALL the questions in the answer booklet provided.
Candidates should answer the questions in English.

This paper comists of 3 printed pages.

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

C' *20 J 8 The* Ac/rv-tf *Mfti&fai Hxarninalujw CtNmcii.*

Turn over

1. Explain the following terms as used in Information Communication Technology:

    (a)   information;   (2 marks)

    (b)   browser.   (2 marks)

2.   Amani Company Ltd. intends to acquire application software. Explain each of the factors that could be used to determine the choice of the software:

    (a)   authenticity;   (2 marks)

    (b)   portability.   (2 marks)

3.   (*)   Figure 1 shows a typical tool used in a word processing program. Explain the function of the tool   (2 marks)

Figure I

    (b)   Outline the procedure that could be used to open an existing presentation. (2 marks)

4.   (a)   Write the syntax of the jwf function as used in a spreadsheet.   (2 marks)

    (b)   Classify the following as either input or output devices: (2 marks)

    (i)   printer;

    00   scanner.

    (iii)   keyboard;

    (iv)   plotter.

5.   (a)   State two functions of an operating system in computers.   (2 marks)

    (b)   Bob was required to create backups of data in his computer. Give two types of optical storage media he could have used   (2 marks)

6.   (a)   State two security threats common with computers.   (2 marks)

    (b)   Describe the term data source as applied in mail merging   (2 marks)

7.   With the aid of a diagram, describe the star *network topology*.   (4 marks)

8.   (a)   Distinguish between a workbook and a *worksheet* as used in spreadsheet programs.   (2 marks)

    (b)   Ulysia Company Ltd has connected all its computers to the Internet. Explain two challenges the company is likely to face from this decision.   (2 marks)

9.   (a) Differentiate between a *query* and a *report* as used in databases.   (2 marks)

     (b) Differentiate between landscape and portrait slide orientations.   (2 marks)

10. Eigu'e 2 shows tools used in word processing program. Explain the function of the tools labelled (i) and (ii).   (4 marks)
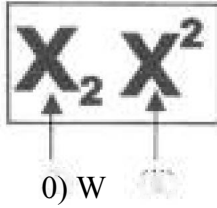
X_2 X^2

0) W

Figure 2

THIS IS THE LAST PRINTED PAGE.

1902/104A. 1963/1 (MA, 1906/104A, 1907/) (MA,
1W8/HMA. 1909/ID4A, 1916/HMA, I9IK/1(MA,
1919/ItMA. I922/I04A. 1923/ItMA. 1924/104 A.
192VICMA, 1926.'I (M A
November 2018

3