

2341A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)
Paper I
November 2022
Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

**BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE
EXAMINATIONS**

STAGE II

INFORMATION COMMUNICATION TECHNOLOGY II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

This paper consists of TEN questions.

Answer ALL the 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) State two uses of forms in a spreadsheet program. (2 marks)
- (b) Bahati would like to save a worksheet he has been working on. Outline two circumstances under which he could use the *Save As* command. (2 marks)
2. A student keyed in a value in a worksheet. However, the display in the cell was #####.
 - (a) Outline a possible reason for this display. (2 marks)
 - (b) Outline two approaches the student could use to ensure the value is displayed. (2 marks)
3. Outline four methods a manager could use to improve his time management. (4 marks)
4. Explain each of the following spreadsheet features:
 - (a) Sorting. (2 marks)
 - (b) Filtering. (2 marks)
5. (a) State two benefits of the *auto fill* feature in spreadsheets. (2 marks)
- (b) A secretary would like to move the cell pointer from C4 to E4 of a worksheet. State two computer keyboard keys she could use to achieve this. (2 marks)
6. Explain two benefits of spreadsheet charts to a researcher. (4 marks)
7. Distinguish between *Count* and *CountA* functions as used in spreadsheets programs. (4 marks)
8. Figure 1 shows the test scores of students in a spreadsheet program. Use it to answer the questions that follow.

	A	B	C	D	E
1	Student Name	Test 1	Test 2	Test 3	Total
2	Anne	80	67	78	
3	Mary	76	76	84	
4	Tom	56	87	67	
5	Ben	87	80	79	
6	Mean score				
7	Lowest score				
8	Highest score				

Figure 1

Using cell references only, write a function that could be used to generate each of the following:

- (a) Mean score for test 3. (1 mark)
- (b) Total score for Mary. (1 mark)
- (c) Lowest score for test 2. (1 mark)
- (d) Highest score for test 1. (1 mark)

9. A student while reading on computer security came across the following terms:

(a) Encryption

(b) Firewall

Explain each of the terms.

(4 marks)

10. Mark prefers using macros while working on data in a spreadsheet program. Explain two reasons for this preference.

(4 marks)

THIS IS THE LAST PRINTED PAGE.

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