

2341A
INFORMATION COMMUNICATION
TECHNOLOGY II (THEORY)
Paper 1
June/July 2023
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 THE CANDIDATE

*This paper consists of TEN questions.
Answer ALL the questions in the answer booklet provided.
All questions carry equal marks.
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.

Answer all the questions

1. (a) Outline **two** advantages of a spreadsheet program. (2 marks)
(b) A student intends to format text in a worksheet. Outline **two** formatting features he could use. (2 marks)
2. (a) Describe the term *courtesy* as used in ICT professional ethics. (2 marks)
(b) Alice has been working on a computer using a spreadsheet program. Describe **one** data type that she could have used. (2 marks)
3. (a) Outline **two** statistical formulae that could be used to process students' marks in a spreadsheet program. (2 marks)
(b) Aniva used macros in a spreadsheet program. Outline **two** challenges of this feature. (2 marks)
4. (a) John intends to use block operation on a worksheet. State **two** such operations. (2 marks)
(b) Differentiate between *freeze* and *split panes* as used in spreadsheet program. (2 marks)
5. (a) Outline **two** features that could be used to organise data in a spreadsheet database. (2 marks)
(b) Jane, a secretary at Masomo institute, would like to protect data in a cell. State two options she could use. (2 marks)
6. (a) Wilson has set the printing area of his worksheet. Explain the importance of this setting. (2 marks)
(b) Figure 1 shows a section of a toolbar in a spreadsheet program. Use it to answer the question that follows:

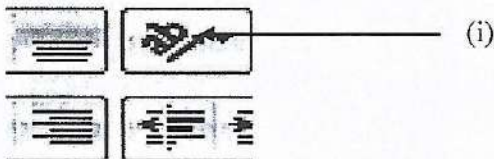


Figure 1

Identify the feature labelled (i). (2 marks)

7. (a) Explain **one** challenge posed by new versions of spreadsheet programs. (2 marks)
- (b) The prices of items have been recorded in a worksheet in cells range D2:D10. Using an appropriate function and cell references determine:
- (i) total price; (1 mark)
- (ii) highest price. (1 mark)
8. (a) A secretary used the subtotal feature in a worksheet. Explain **one** benefit of using this feature. (2 marks)
- (b) Mary typed data on a worksheet. She noted that the data was partly hidden. Outline two options she could use to make the data visible. (2 marks)
9. (a) Outline a circumstance that could lead a secretary to use a column chart. (2 marks)
- (b) Explain the term data validation as used in a spreadsheet program. (2 marks)
10. (a) Distinguish between *absolute* and *relative* cell references. (2 marks)
- (b) A student typed a formula in cell B5 and would like to use the same formula in cell F10. Outline the approach she could use to achieve her objective. (2 marks)

THIS IS THE LAST PRINTED PAGE.