

1901/104B
INFORMATION COMMUNICATION
TECHNOLOGY I (PRACTICAL)
Paper 2
Time: 1 hour



KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN SECRETARIAL STUDIES
MODULE I

INFORMATION COMMUNICATION TECHNOLOGY I (PRACTICAL)

Paper 2

1 hour

INSTRUCTIONS TO CANDIDATES

You have ten minutes to read through the instructions and the question paper before starting the examination.

Any problem with the computer should be reported to the invigilator immediately.

Direct any question(s) to the invigilator only. Conversing with fellow students may lead to disqualification.

Write your name and index number on the answer booklet and on the rewritable CD provided.

Type your name and index number as a header on each sheet used.

Perform ALL the four tasks.

Each task carries 10 marks.

Read the instructions of each task carefully.

Print on one side of the paper only and use a fresh sheet of paper for each task.

This paper consists of 4 printed pages

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



SPECIFIC INSTRUCTIONS TO CANDIDATES

1. Create a folder named **KNECEXAM** to store all the work done in this paper.
2. Ensure that the **KNECEXAM** folder and its contents is burnt onto the **Rewritable CD** provided.

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TASK 1

- (a) (i) Activate the dialog box showing the *Previous Versions* of the **KNECEXAM** folder. Screen capture the activated window and paste it in a blank word document. Save the document as *Versions* in the **KNECEXAM** folder to print out later. (4 marks)
- (ii) Create a shortcut of the **KNECEXAM** folder in the **KNECEXAM** folder and rename it as *kne shortcut*. (2 marks)
- (b) Activate the *Task Scheduler Summary* on your computer. Screen capture the activated window and paste it in a blank word document. Save the document as *Tasks* in the **KNECEXAM** folder to print out later. (4 marks)

TASK 2

- (a) (i) Open the *System information* on the computer and display the sound drivers to that computer.
- (ii) Screen capture the activated window in (i) and paste it in a blank word document. Save the document as *Sounddevices* in the **KNECEXAM** folder to print out later. (6 marks)
- (b) Show all the *Local Users* on your computer. Screen capture the window showing the users and paste it in a blank word document. Save the work as *Users* in the **KNECEXAM** folder to print out later. (4 marks)

TASK 3

- (a) Open a text editor program and create the following document. Save it as *Text.txt* in the **KNECEXAM** folder to print out later. (5 marks)

Natural language systems require algorithms that can cope with the diversity in the morphology of human languages to effectively represent the words. This issue is complicated in deep learning by the need for a lot of resources and desire to automatically learn language features. The challenge is discrete when it comes to low-resource, syllabic and highly agglutinative languages like Swahili. Though there has been great progress in delivering technologies for sentiment analysis, machine translation, and document analysis, syllabic-based languages (majorly the Bantu languages) have inadequately been addressed in the general and scalable algorithms.

- (b) Draw a 2D diagram of a desktop computer showing the monitor and the system unit using the paint program. Include a title "COMPUTER". Save the diagram as *Computer* in the **KNECEXAM** folder to print out later. (5 marks)



TASK 4

- (a) Display the *Ethernet status* properties on the computer you are using. Screen capture the window and paste it in a blank word document. Save the work as *Netstatus* in the **KNECEXAM** folder to print out later. (4 marks)
- (b) Open a communication software and create the following email using secretaries@kneec.ac.ke as the recipient. Save the email as *Performance* in the **KNECEXAM** folder to print out later. (6 marks)

Cc: info@kneec.ac.ke
Subject: Performance Contract

This email refers to the above-mentioned matter.

The secretarial section is expected to set its targets for the performance contract and draw a work plan for the same. Therefore, this is a reminder to constitute a committee that will develop a draft performance contract for the section and monitor its implementation in the coming financial year.

Kind regards.

Yours faithfully

CEO
Kenya National Examinations Council

THIS IS THE LAST PRINTED PAGE.

