

1901/104B
 INFORMATION COMMUNICATION
 TECHNOLOGY I (PRACTICAL)
 Paper 2
 March/April 2023
 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.

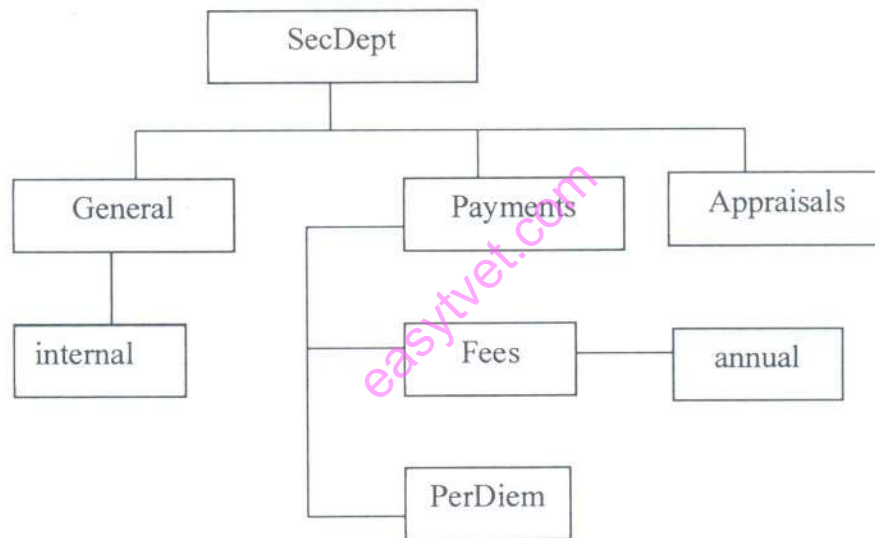


TASK 1

- (a) (i) Activate the dialog box for customizing the format for numbers.
 (ii) Screen capture the activated window in (i) and paste it in a blank word document. Save the document as *Numberformat* in the **KNECEXAM** folder to print out later. (5 marks)
- (b) (i) Activate the *Devices and Printers* show all the device installed on your computer system.
 (ii) Screen capture the activated window in (i) and paste it in a blank word document. Save the document as *devices.rtf* in the **KNECEXAM** folder to print out later. (5 marks)

TASK 2

- (a) (i) Create the following directory structure in the **KNECEXAM** folder.



(4 marks)

- (ii) Create a *text* and a *spreadsheet* dummy files in the folders named *general* and *appraisal* respectively. (2 marks)
- (b) (i) Activate the dialog box for *Customizing the Taskbar*.
 (ii) Screen capture the window with the settings in (i) and paste it in a blank word document. Save the work as *Taskbar.rtf* in the **KNECEXAM** folder to print to print out later. (4 marks)



TASK 3

- (a) (i) Open the calculator program on your computer system and use it to determine the sum of the following binary numbers.
1101 + 11100 (3 marks)
- (ii) Screen capture the calculator window with the result in (i) and paste it in a blank word document. Save the work as *binarysum.rtf* in the **KNECEXAM** folder to print out later. (3 marks)
- (b) (i) Display the various *Mouse Pointers* available in your computer. (2 marks)
- (ii) Screen capture the window in (i) and paste it in a blank document. Save the work as *Pointers* in the **KNECEXAM** folder to print out later. (2 marks)

TASK 4

- (a) (i) Activate the window showing the *Firewall Status* on the computer. (2 marks)
- (ii) Screen capture the window in (i) and paste it in a blank word document. Save the work as *Firewall.rtf* in the **KNECEXAM** folder to print out later. (2 marks)
- (b) (i) Activate the email program and key in the text as shown in below. Use candidates@knec.co.ke as the recipient respectively. Copy the letter to info@knec.edu.co.ke. (4 marks)

SUBJECT: EXAMINATION FEES

Dear Candidates!

The above matter refers.

Kindly note that the new examination fees for the Certificate and Diploma have been revised upwards to enhance quality examinations.

We thank you for your continued support.

Best regards.

Your faithfully

Vallary Gibbons
Cabinet Secretary

- (ii) Screen capture the window with the email in (i) and paste it in a blank word document. Save the work as *email.rtf* in the **KNECEXAM** folder to print out later. (2 marks)



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