061004T4ICT
ICT ASSISTANT LEVEL 4
IT/0S/ICTA/CC/04/4/A
APPLY MICROSOFT OFFICE TOOLS
March/April 2023
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

WRITTEN ASSESSMENT

2 hours

INSTRUCTIONS TO CANDIDATE

*This paper consists of **TWO** sections: A and **B.***
*Answer **ALL** the questions from section **A** and **B.***
Candidates should answer the questions in English.

This paper consists of SIX (6) printed pages.
Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing.
Turn over

SECTION A (10 MARKS)

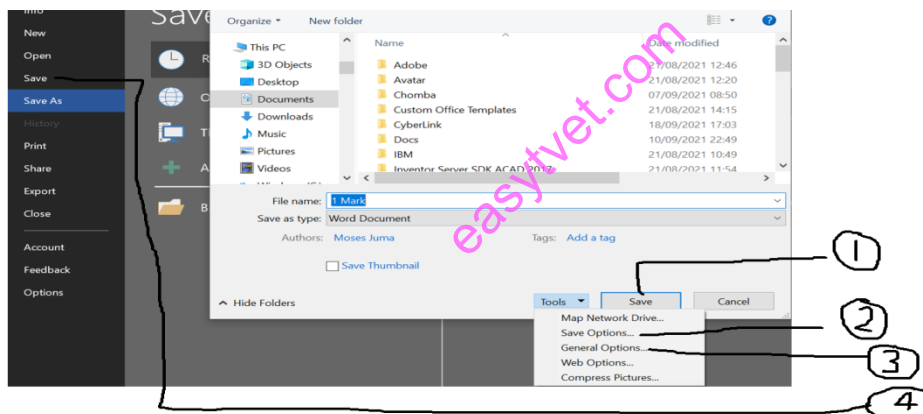*(Answer all the questions in this section. Each question contains 1 mark)*

1. Which among the following cell references shows absolute cell referencing as used in Microsoft Excel?

    A. = G10

    B. = $G10

    C. = $G:10

    D. = G10

2. _____ is a way sending an email copy while keeping the email addresses hidden from the rest of the recipients.

    A. To:

    B. Cc:

    C. Bcc:

    D. Subject:

3. Kelvin wanted to send an email to five (5) of his classmates. Which application would he use?

    A. Microsoft Excel

    B. Microsoft Word

    C. Mozilla Firefox

    D. Microsoft Outlook

4. While entering data in an Excel worksheet, Lina noticed that she had wrongly entered 69 as 96 five times. Which command should she use to rectify the error at once?

    A. Find and Save

    B. Find and Replace

    C. Go To and Replace

    D. Sort and Filter

5. Identify the object that is used for data entry in Microsoft Access.

    A. Cell

    B. Report

    C. Form

    D. Field

6. _____ is a method of sorting data in Microsoft Excel from the largest to the smallest value.

    A. Ascending

    B. Descending

    C. Largest

    D. Custom

7. From the diagram below, which option can one select in order to save a typed Microsoft Word document using a password?

    A. 1

    B. 2

    C. 3

    D. 4

8. _____ is a power point view used to display each slide as a thumbnail and rearranges slides:

    A. Slide Master

    B. Slide Show

    C. Notes Page

    D. Slide Sorter

9. Which of the following formats best suits the date ($\_\_/\_\_/\_\_\_\_$)?

       A. General date

       B. Short date

       C. Medium date

       D. Long date

10. Select the section that does not exist in a slide layout from the list below:

       A. Pictures

       B. Titles

       C. Animations

       D. Charts

SECTION B: (40 MARKS)

Answer all the questions. Marks for each question is indicated in brackets

11. Differentiate between **primary** and **foreign keys** as used in databases. (2 Marks)

12. Explain the function of each of the following parts of a worksheet: (4 Marks)
    i. Name box;
    ii. Formula bar.

13. The fees balance of students in a college is entered in a worksheet from cell D3 to D10. Write a formula that would be used to calculate the number of candidates whose fees balance is more than 20,000. (2 Marks)

14. Describe **TWO** types of relationships that are used to manipulate data in Microsoft Access. (4 Marks)

15. Using an example, describe mixed cell referencing as used in Microsoft Excel. (2 Marks)

16. Explain the function of the following action queries used in databases:
    i. Update;
    ii. Append. (4 Marks)

17. Differentiate between bound and unbound controls as used in Microsoft Access.

    (2 Marks)

18. A student intends to create a document. After proper consideration on which application to use, he decided to use a word processor. Outline three advantages of his choice. (3 Marks)

19. Figure 1 shows icons found on the standard toolbar of a word processor program.
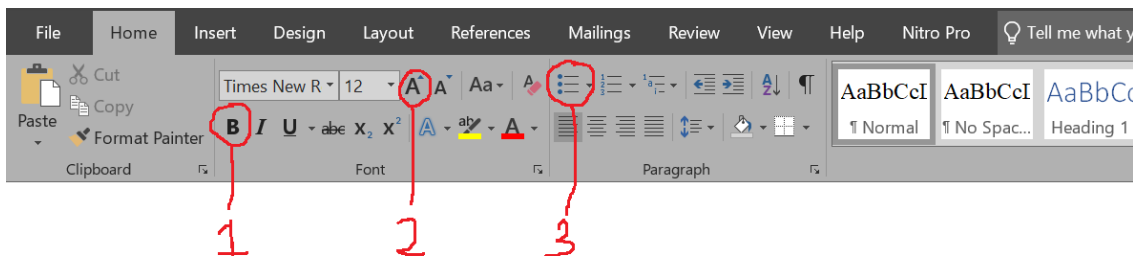

Figure 1

Describe the function of the icons labeled 1, 2 and 3. (3 Marks)

20. The following are features of Microsoft Word: Indent, strikethrough, thesaurus and sort. Classify them as either editing or formatting features. (4 Marks)

21. Using a suitable example, outline **THREE** parts of an email. (4 Marks)

22. Alice would like to apply slide transition to her presentation. List **THREE** examples of transition effects she could use. (3 Marks)

23. Atieno would like to create a PowerPoint presentation. List **THREE** ways she could achieve this. (3 Marks)

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