



COLLEGE OF HUMAN RESOURCE MANAGEMENT

DHRM JAN 2018 B FULLTIME

UNIT- ICT

TRAINER – ELSIE GICHURU

17th MAY 2018

INSTRUCTIONS

1. This exam contains two sections. Section A is theory while section B is practical.
2. Only two hours should be spent on Theory and one hour to be spent on the practical section.
3. Start with the theory and then proceed to practical.
4. The theory paper will be collected immediately two hours are over.

THEORY

1. (a) Explain the term *editing* as used in word processing. (2mks)
(b) Application software can be procured in *two* forms. Name them. (2mks)
(c) Describe the procedure that could be used to *print handouts* with four slides per page in a presentation programme. (4mks)
(d) Differentiate between *special purpose* and *general-purpose* computers giving a place where each is likely to be found. (4mks)
(e) Outline three positive effects of using ICT in marketing to an organization. (3mks)
2. (a) The invention of *optical fiber* has led to increased connection to the internet by companies. Outline *three* services provided by the internet that motivate companies to connect to this facility. (3mks)
(b) Matthew has discovered that his computer is infected with viruses. Explain *three* possible sources of the virus. (6mks)
(c) Explain *three* security measures that can be used by an organization while browsing the internet. (6mks)
3. (a) Differentiate between *work book* and *worksheet* as used in spread sheet programs. (4mks)
(b) State any *two* secondary computer storage devices. (2mks)
(c) Outline *two* ways that one can launch a spreadsheet program. (2mks)
(d) With the aid of sketches, outline *four* types of alignments that can be applied in a word processing document. (4mks)
(e) Describe any *three* emerging trends in ICT. (3mks)

4. (a) Marvin has been requested to acquire an operating system for his organization. Explain **three** factors other than cost, he would consider. (6mks)
- (b) Outline **five** characteristics of the fifth generation computers. (5mks)
- (c) Explain the function of the following features as used in presentation programs.
- (i) Duplicate (2mks)
 - (ii) Comment (2mks)

PART B- PRACTICALS
TASK 1- EXCEL

Figure 1 shows a section of a worksheet used to analyze examination results for scores in three subjects. Use it to answer the questions that follow:

	A	B	C	D	E	F	G	H
1	Success Technical College							
2	Results Analysis							
3			Subjects			Performance		
4	Student No.	Student Name	Life Skills	Communication	ICT	Total	Average	Grade
5	20012	Peter James	45	78	64			
6	20013	Ann Philip	67	47	77			
7	20014	Faith Paul	66	55	65			
8	20015	James Luke	89	79	60			
9	20016	Matthew John	66	67	70			
10	Minimum							
11	Maximum							

Figure 1

(a) Open a spreadsheet program and create the above worksheet in sheet 1 as it appears. Save it as *term results* in a folder that bears your full name. (To be later transferred in to your CD) (4mks)

(i) Using a formula and cell references only, compute each of the following for each student.

I. Total (1mk)

II. Average (1mk)

(ii) Format all average for each student to two decimal places (1mk)

(iii) Compute each of the following for each subject:

I. Minimum (1mk)

II. Maximum (1mk)

(c) Using a formula that uses cell references only, determine the grade for Peter James given that: (3mks)

Average	Grade
Above 80	A
70-79	B
60-69	C
50-59	D
0-49	E

(d) (i) copy the contents of sheet 1 to sheet 2 (1mk)

(ii) Using an appropriate function, display all the students whose grade is A in sheet 2. (2mks)

(e) Create an embedded bar chart in sheet 1 showing all the students marks in all the subjects and label it appropriately. (3mks)

(f) Save the changes and transfer all your work into your CD. (2mks)

TASK 2- POWERPOINT

Slide Number	Slide content																																																															
1	<p style="text-align: center;">Success technical college Final Exam Analysis Presented by: Plate Moore Registrar</p>																																																															
2	<p>Contents</p> <ul style="list-style-type: none">1. Introduction2. Departments3. Statistical Analysis4. Graphical Analysis5. Recommendation6. Conclusion																																																															
3	<p>Introduction</p> <ul style="list-style-type: none">• Presented 100 candidates for the national examination in the month of August.• The examinations ran as expected without any irregularities• 45 Out of the total were female and the rest were male.• There were 15 female and 40 male students in the engineering department• Business department had 30 female and 5 male students• Due to increases enrolment the following year we expect to have 150 candidates.																																																															
4	<p>Statistical analysis</p> <table><tr><td></td><td></td><td></td><td colspan="4">Performance category</td></tr><tr><td>Serial No.</td><td>Name</td><td>Candidature</td><td>Distinction</td><td>Credit</td><td>Pass</td><td>Fail</td></tr><tr><td>1</td><td>Electrical</td><td>25</td><td>1</td><td>10</td><td>10</td><td>4</td></tr><tr><td>2</td><td>ICT</td><td>30</td><td>2</td><td>6</td><td>17</td><td>5</td></tr><tr><td>3</td><td>Clothing</td><td>15</td><td>3</td><td>3</td><td>4</td><td>5</td></tr><tr><td>4</td><td>Accounts</td><td>15</td><td>2</td><td>3</td><td>7</td><td>3</td></tr><tr><td>5</td><td>Building</td><td>100</td><td>1</td><td>4</td><td>5</td><td>5</td></tr><tr><td colspan="2">Total</td><td>100</td><td>9</td><td>26</td><td>43</td><td>22</td></tr><tr><td colspan="3">Percentage</td><td>9%</td><td>26%</td><td>43%</td><td>22%</td></tr></table>				Performance category				Serial No.	Name	Candidature	Distinction	Credit	Pass	Fail	1	Electrical	25	1	10	10	4	2	ICT	30	2	6	17	5	3	Clothing	15	3	3	4	5	4	Accounts	15	2	3	7	3	5	Building	100	1	4	5	5	Total		100	9	26	43	22	Percentage			9%	26%	43%	22%
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5	Building	100	1	4	5	5																																																										
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5	<p>Graphical Analysis</p>																																																															
6	<p>Observation</p> <ul style="list-style-type: none">• Fails and distinction• Passes were more than credits• Male students performed better• Clothing technology had the highest number of distinctions																																																															
7	<p>Conclusion</p> <ul style="list-style-type: none">• There was a 20% increase in percentage pass compared to the previous year’s performance• It is possible to attain an 80% pass.																																																															

- a) Open PowerPoint and create a new presentation. The table above contains information that should be entered in your presentation. ***Save your work as Success Technical College.*** (10mks)
- (b) Use the information in slide 5 to create a pie chart in slide 6 showing performance category and their percentages. (4mks)
- (c) Apply a transition effect of your choice on all the slides. (2mks)
- (d) Apply animation effects of your choice to all the slides (2mks)
- (e) Save the changes and transfer the presentation into the folder already created earlier. (2mks)