

041106T4ACC

An Accountant Level 6

BUS/OS/AC/CC/01/6/A

Demonstrate Information Communication Technology

Nov /Dec. 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)**

CANDIDATES WRITTEN ASSESSMENT TOOL

INSTRUCTIONS TO CANDIDATES

- i. Time allocated THREE hours.
- ii. This paper has TWO sections **A** and **B**. Attempt questions in each section as per instructions given in the section.
- iii. You are provided with a separate answer booklet.
- iv. Marks for each question are as indicated in the brackets.
- v. Do not write on the question paper.

This paper consists of 5 printed pages

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

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. Highlight **THREE** technologies that support pointing devices in I.C.T. (3 Marks)
2. Define the following utility application as applied in computers.
 - i. Task managers (2 Marks)
 - ii. Disk defragmentation tools (2 Marks)
 - iii. Disk clean-up and optimization tools (2 Marks)
3. Mwangangi, a technician and Kimwarer Technical College wishes to implements a menu driven system to help manage student self-registration. State **FOUR** aspects that might have made him select the type of operating system. (4 Marks)
4. List **TWO** function of buffers as applied in computer memory. (2 Marks)
5. Distinguish between hardware security and software security in computing. (4 Marks)
6. Julie a secretary at Piconet Company wishes to compose a memo using a word processor. Suggest **TWO** examples of word processors he can use other than Ms Word. (2 Marks)
7. From an accountants perspective mention **THREE** factors that can lead to malware and phishing attacks on a computer system. (3 Marks)
8. Outline **THREE** activities the operating system performs in device management. (3 Marks)
9. Kangiri Advocates have been processing their files manually for two years and have received recommendations from several clients to embrace automation. State **THREE** advantages of office automation that the company would benefit from this automation. (3 Marks)
10. Mention **FOUR** key parts of an Excel window. (4 Marks)
11. State **TWO** advantages of applying ergonomics with regards to computer safety. (2 Marks)
12. Highlight **FOUR** features of the intranet as applied in technology. (4 Marks)

SECTION B: (60 MARKS)

Answer any **THREE** questions in this section.

13. a) Table 1 shows an extract of a worksheet with details of students' performance in a college. Use it to answer the questions that follow.

	A	B	C	D	E
1	Adm. No	Student name	CAT Marks	End Term	Final Mark
2	2007/002	Joel Juma	78	85	
3	2007/001	Kamau Ken	83	95	
4	2007	003	60	70	

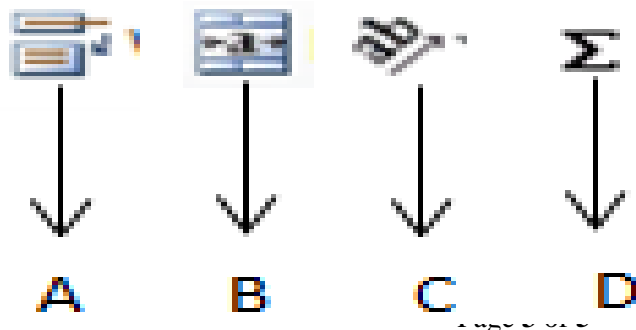
Table 1

- i. Assuming the Final Mark comprise of 30% of the CAT Marks and 70% of the End Term Marks. Write formula that would calculate the Final Mark for Joel Juma. (4 Marks)
- ii. Write a procedure one can use to insert a title "E.O.T Score Card Summary" (4 Marks)
- iii. Assume that students are graded based on the criteria in Table 2. Write a formula that would be used to grade Joel Juma. (4 marks)

Final Mark	Grade
75-100	Distinction
61-74	Credit
41-60	Pass
0-40	Fail

Table 2

b. The figure below shows a section of a tool bar in a spreadsheet application. Discuss each of the tools labeled (a),(b), (c), (d). (8 Marks)



14. a. Figure 1 shows a section of a tool bar in a word processing application. Use it to answer the question that follows.

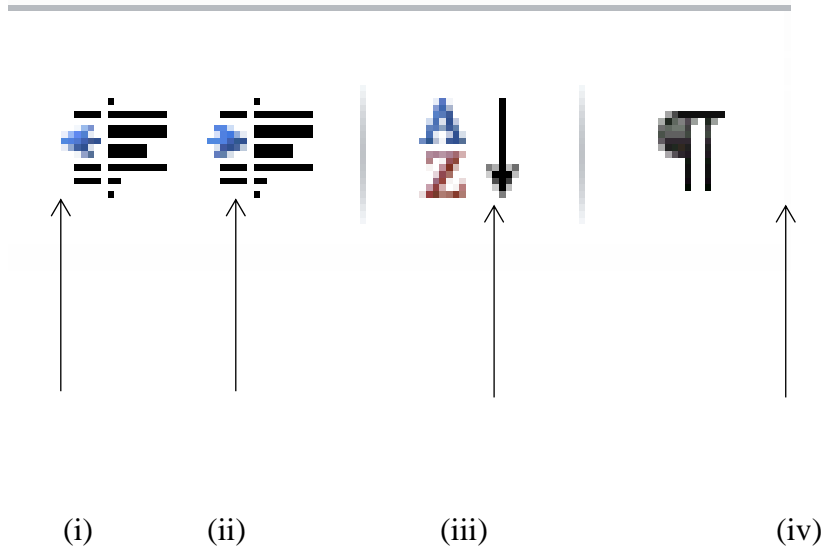


Figure 1

State the function each of the tools labeled (i),(ii),(iii) and (iv). (4 Marks)

b) Explain TWO functions of *textbox feature* as used in word processing. (4 Marks)

c) The mail merge feature have proven to be one of the most excellent tools that facilitates the management and production of multiple documents simultaneously. Discuss SIX steps applied during the mail merge process. (12 Marks)

15. Expound the following types of presentation views:

- i. Normal view (3 Marks)
- ii. Slide sorter view (3 Marks)
- iii. Note page view (3 Marks)
- iv. Outline view (3 Marks)

b) Discuss FOUR challenges organizations face in coping with technological advancement. (8 Marks)

16. a) Discuss the following services of the internet. (8 Marks)

- i. Email
- ii. File Transfer Protocol(F.T.P)

- iii. Telnet
- iv. E-commerce

b) You're currently employed in an Engineering firm as an ICT Technician. You are required to acquire the most appropriate printers for the firm. With reasons, briefly describe the type of printer to be acquired to output each of the following documents in the firm.

- i. Customer invoices on multi- part stationery (2 Marks)
- ii. Letters to customers (2 Marks)
- iii. Detailed engineering designs (2 Marks)

c) Agnes intends to purchase different software for her company and the following options are available. *VisiCalc, WordPro, Vp Planner, Ms word, Lotus 1-2-3, word-perfect, ms excel, open-word*. Classify them as either spreadsheet or word processor software. (4 Marks)

d) State TWO reasons that would necessitate a user to preview a word processing document before printing. (2 Marks)

END.