ICT, COMMUNICATION SKILLS AND ENTREPRENEURSHIP Oct./ Nov. 2015 3 hours



Date:

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN ENTREPRENEURIAL AGRICULTURE DIPLOMA IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY DIPLOMA IN FOOD AND BEVERAGE MANAGEMENT DIPLOMA IN FASHION DESIGN AND CLOTHING TECHNOLOGY DIPLOMA IN CATERING AND ACCOMMODATION MANAGEMENT DIPLOMA IN TEXTILE TECHNOLOGY DIPLOMA IN PETROLEUM GEOSCIENCE DIPLOMA IN COUNSELLING DIPLOMA IN SUSTAINABLE AGRICULTURE AND RURAL DEVELOPMENT DIPLOMA IN BAKING TECHNOLOGY MODULE I

ICT, COMMUNICATION SKILLS AND ENTREPRENEURSHIP

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.

Sign and write the date of the examination in the spaces provided above.

This paper consists of THREE sections; A, B and C. Answer any TWO questions in section A, any ONE question in section B and any TWO questions in section C, on the spaces provided.

Do NOT remove any page(s) from this question paper.

Marks for each part of a question/section are indicated.

Candidates should answer the questions in English.

For Examiner's Use Only

Section	Question	Maximum Score	Candidate's Score
		20	
A		20	
В		20	
C		20	
C		20	
	TOTAL SCORE	100	

This paper consists 20 printed pages.

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

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SECTION A: ICT (40 marks)

Answer any TWO questions from this section, on the spaces provided after question 8.

- (a) Explain **three** fields in an e-mail software that may be filled when sending an e-mail to multiple recipients. (6 marks)
 - (b) State **four** types of hard copies that can be generated from a presentation program. (4 marks)
 - (ii) Explain **two** ways that may be used to deliver a presentation to an audience. (4 marks)
 - (c) When creating a database, state the most suitable data type for each of the following fields:

(i)	the number of children in a family;	(1 mark)
(ii)	a line of company address;	(1 mark)

(iii) gender of a person; (1 mark) (iv) a person's birthday. (1 mark)

(d) State **four** examples of point-and-draw input devices. (2 marks)

2. (a) Figure 1 shows an extract of a spreadsheet program used by a bookshop owner to calculate profits. Use it to answer the questions that follow.

	A	В	C'	D	E	j, . y = F . ≤ .
1	ISBN	Cost price (Ksh)	Selling price (Ksh)	Profit per book (Ksh)	Number sold	Total Profit (Ksh)
2	0-34-080006-2	1,870	2,465	. 595	56	33,320
3	0-52-154540-4	2,210	2,975	765	34	26,010
4	0-74-879116-7	1,275	1,785	510	75	38,250
5	0-34-081639-2	2,805	3,485	680	43	29,240

Fig. 1

(i) State the format that has been applied to cell range B2: C5.	(1 mark)
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- (ii) Give the cell range of the cells that contain the values 75 and 43. (1 mark)
- (iii) Write a formula which has been used in cell F2. (1 mark)
- (iv) A formula created in (iii) is to be applied in cells F3 to F5. State the **three** methods that may be used to achieve this. (3 marks)

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2528/101	2830/101	2920/101	2
2802/101	2901/101	2920/101	4
2802/101	2902-09/101	2922/101	
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(b) Figure 2 shows two types of network topology that have been combined to form a large network. Use it to answer the questions that follow:

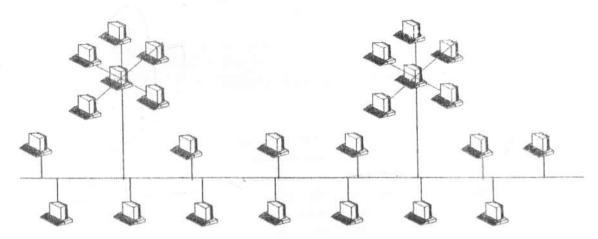


Fig. 2

- (i) State the name of the type of larger network topology formed. (1 mark)
- (ii) State the names of the two types of network topology that make the network.

But Juplety (1 mark)

- (iii) Explain the function of each of the following equipment in the network:
 - (I) switch; _

(2 marks)

(II) router.

(2 marks)

- (iv) Outline **four** operations that can be carried out on a file using an operating system. (4 marks)
- (d) Jane secured her confidential file using a password but later on found out that the file had been accessed and modified. Explain two ways in which the file could have been accessed. (4 marks)



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3. (a) Figure 3 shows an extract of a document created using a word processor. Identify six formats that have been applied in the document. (3 marks)

GRAPHICS DESIGN AT XERON

eron provide a challenging educational experience.
We offer a supportive studio culture in which to explore and experiment, challenge and create, discover and debate, and make mistakes!

Our students are encouraged to demonstrate initiative and curi-

They are visual thinkers and creative problem solvers.

We support individual perspectives and ability to draw on experiences. The graphic Design program helps students to develop skills in listening, negotating, research, thinking creatively, idea generation, and manipulating visual languages and tech-

Elective modules include studies on

- The figure in art and advertising
- · Creative branding strategies
- Drawing and visual studies
- Advanced material investigation
- The physical vs. the virtual narra-

Fig. 3

- (b) Distinguish between system software and application software, illustrating your answer with a commercial example in each case. (6 marks)
- (c) Explain **two** reasons for having a backing storage as an essential component of a computer system. (4 marks)
- (d) (i) Outline the outcome when each of the following keys on a computer keyboard are pressed when using a word processor:
 - (I) backspace; (1 mark)
 - (II) tab key; (1 mark)
 - (III) enter key. (1 mark)
 - (ii) Distinguish between impact and non impact printers. (4 marks)

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SECTION B: COMMUNICATION SKILLS (20 marks)

Answer any ONE question from this section, on the spaces provided after question 8.

- 4. (a) Identify six aspects of non-verbal communication which may influence communication.
 (3 marks)
 - (b) State four indicators of effective communication in an organisation. (4 marks)
 - (c) Outline five measures that a chair of a meeting may take to ensure time management during a meeting. (5 marks)
 - (d) The position of Communication Assistant at Rimox Bakers Limited has fallen vacant.

 Draft a press advertisement inviting suitably qualified persons to apply. (8 marks)
- 5. (a) State **five** details that an interviewee should find out about an organisation when preparing for a job interview. (5 marks)
 - (b) Outline **five** ways in which a computer may be used in a business organization. (5 marks)
 - (c) The bakery section at Clover Hotels Limited was recently destroyed by fire. As the Communications Assistant, you have been requested to investigate the matter and write a report. Assuming that you have completed the investigations, write the report.

 (10 marks)

SECTION C: ENTREPRENEURSHIP (40 marks)

Answer any TWO questions from this section, on the spaces provided after question 8.

- 6. (a) Despite persuasion by friends, Hamisi has been reluctant to quit salaried employment for self employment. Outline six reasons that may have led to this reluctance.

 (6 marks)
 - (b) Explain **two** reasons that makes it necessary for entrepreneurs to possess each of the following characteristics:
 - (i) good human relations; (2 marks)
 - (ii) high optimism; (2 marks)
 - (iii) independence. (2 marks)
 - (c) Explain **four** reasons that may be attributed to the slow growth of entrepreneurship in developing countries. (8 marks)

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	(a)	State four reasons that make a partnership deed an important document i	n a partnership. (4 marks)
4	(b)	Explain the meaning of each of the following terms as used in entreprene	eurship:
		(i) business opportunity;(ii) enterprise management.	(2 marks) (2 marks)
	(c)	Explain six strategies that women entrepreneurs may adopt to develop en	ntrepreneurship. (12 marks)
0	(a)	Distinguish between partnership and co-ownership.	(4 marks)
	(b)	Outline four indicators of a business plan which is not effective.	(4 marks)
	(c)	Explain six reasons that make insurance an important business support s	ervice. (12 marks)
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