

Name:..... Index No:...../
School:
Candidate's Signature..... Date:.....

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
MARCH/APRIL - 2014
TIME: 2 ½ HRS 451/2

KAKAMEGA SOUTH SUB-COUNTY EXAMINATIONS

Kenya Certificate Of Secondary Education (K.C.S.E)

451/2
COMPUTER STUDIES
PAPER2
(PRACTICAL)
MARCH / APRIL - 2014
TIME: 2 ½ HRS

Instructions to Candidates

- *Indicate your name, index number and date as shown above.*
- *Answer all questions.*
- *All questions carry equal marks.*
- *Passwords should not be used while saving your work.*
- *ALL answers **must** be saved in your CD/ Removable storage medium.*
- *Candidate should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.*

1. The following is an extract of sales from a foreign supermarket in dollars (\$).

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	MALINYA	43	38	16	33	43	26	32	36
3	MUSOLI	14	26	22.5	7.3	26	31	16	24
4	BUKURA	16	19	29	33	41	21	17	15
5	KHWISERO	18	34	17	41	36	41	18	16
6	CHAVAKALI	22	25	28	36	24	36	19	18

- (a) Enter the data in a work book and save as supermarket. (5 marks)
- (b) (i) Insert two blank rows at the top of the worksheet and type the heading “**SUPERMARKET SALES AS AT 2014**” in the first blank row. (3mks)
- (ii) Type the heading “SALES IN DOLLARS” in the second row. (1 mk)
- (iii) Merge and centre data in the cells containing each of the headings. (4mks)
- c) (i) Determine the town with the highest sales. Show the result in cell A14 (3mks)
- (ii) Show the monthly; Total, mean, modal and median sales in rows below respectively. (4 mks)
- d) Type 86½ in cell B20 convert total sales for each town in dollars to KSHS using the rate of 86½ as typed in cell B20. show the result in column K. (8mks)
- e) (i) Set all the values in the worksheet to 3 decimal places. (5mks)
- (ii) Name the worksheet as KSHS. (2 mks)
- f) Using total values sold for each town in dollars give remarks based on the following:
- Above 250 “Good **Sales**”
 - Between 200 and 250 “Fair **sales**”
 - Below 200 “More **effort required**”
- (5 mks)
- g) Use a valid function to award positions according to sales volume in dollars. (2mks)
- h) On a new sheet called **pie** represent monthly average sales for the towns in a pie chart. Show the percentage values and the months in each segment of the pie chart. (5mks)
- i.) Shade each segment with a different line format to distinguish each month. (2mks)
- j.) Print the worksheet and the pie chart. (1mk)

2. G4s Company is an organization that has employed several workers. In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

- (a) Create a database file and name it **G4S COMP.** (2mks)
- (b) (i) Using the table below create the appropriate fields and split the data into two tables
“EMPLOYEE DETAILS’ and ‘PERSONAL DETAILS’. (14mks)

EMPLOYEE NO.	NAME	DEPARTMENT	MARITAL STATUS	SALARY	AGE
2213	JOHN CLAY	DRIVER	MARRIED	8,000.00	35
2214	ROSE JOHNS	CLERK	MARRIED	10,000.00	40
2215	PETER ROGERS	DOCTOR	MARRIED	50,000.00	45
2216	JED OTIENO	ACCOUNTANT	SINGLE	20,000.00	25
2217	VINCENT JED	DRIVER	SINGLE	8,000.00	20
2218	ALLAN LIMO	GROUNDSMAN	SINGLE	4,000.00	22
2219	PETER OLOO	ASS. MANAGER	MARRIED	80,000.00	35
2220	HUSSEIN KIMANI	CASHIER	SINGLE	15,000.00	26
2221	ROBERT KIBANI	WATCHMAN	SINGLE	5,000.00	28
2222	JANE LESSOS	SECRETARY	MARRIED	6,000.00	31
2223	LUCY OJWANG	CLERK	MARRIED	8,000.00	30

- (ii) Create screens for each table for inputting the data in the table above (6mks)
- (iii) For each of the tables, choose the most appropriate key. (3mks)
- (iv) Create a relationship between the two tables. (4mks)
- (c) Create a query from the two tables ‘employee details’ and ‘personal details’ to display the fields Name, Department and Salary for those employees who earn more than 10,000.00. Save as **EARN ABOVE 10K.** (6mks)
- (d) (i) Generate a tabular report with landscape orientation from the tables to display the fields in the following order. (6mks)
EMPLOYEE NO. NAME SALARY DEPARTMENT AGE
- (ii) Sort records in the report in alphabetical order of the name field. (2mks)
- (iii) Compute the total of salary for all the employees and place it below the salary column.
 Save as **SALARY.** (5mks)
- (e) Print **EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EARN ABOVE 10K and SALARY.** (2mks)

ANSWERS:

Order a copy of answers from www.schoolsnetkenya.com/order-e-copy

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