
**KENYA NATIONAL EXAMINATION COUNCIL
REVISION MOCK EXAMS 2016
TOP NATIONAL SCHOOLS**

**BAHATI GIRLS HIGH SCHOOL
COMPUTER STUDIES
PAPER 2**

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Question 2

2 Below is a cash statement for the first half of the year for kaloka safaris tours & Travel 2011. Enter the data into a worksheet as shown. Save your work in a CD as Kaloka safaris (15 mks)

	A	B	C	D	E	F	G	H
1	KALOKA SAFARIS TOURS & TRAVEL							
2	Income and Expenditure for 2011							
3								
4								
5								
6								
7								
8		Quarter1	Quarter 2	Quarter 3	Quarter 4	TOTAL		
9								
10								
11	INCOME (SALES)							
12	Safaris to parks	83,394	110,237	114,563	117,329			
13	Commission from booking	1,000	1,000	2,000	500	1400		
14	TOTAL SALES							
15								
16								
17								
18								
19	EXPENSES					TOTAL		
20	Cost providing services							
21	Rent	10,000	10,000	10,000	10,000			
22	Salaries	20,000	20,000	20,000	20,000			
23	Email/internet	5,000	5,000	5,000	5,000			
24	Electricity	2,050	2,050	2,050	2,050			
25	Advertising	12,000	13,000	13,700	45,000			
26	Travel	20,000	23,000	30,000	23,000			
27	Misc	1000	1200	1400	2300			
28								
29	Total expenses							
30								
31	Profit							
32								

- b) Calculate the following; (4 mks)
- Total Expenses and sales for each quarter
 - Profit/loss
 - Calculate total sales and Expenses for Quarter1- Quarter4
 - Add a row below total expenses and label it 'Highest Expenditure' use a formula to obtain this figure
- c. Format the heading 'KALOKA SAFARIS TOURS & TRAVEL' (5 mks)
- Alignment: Merge and centre
 - Font style: Bold & Underline, Font Size: 16
 - Font Type: Arial. Name the worksheet kaloka 1.
- d. Insert a new worksheet and name it kaloka2. Copy the contents of Kaloka 1 to Kaloka2. (2marks)
- e. Kaloka Managing Director wanted to know what her income from sales would be. Using Kaloka2 worksheet add a row below Net income and label it comment. Generate using a formula a comment showing "Loss" if the sales are negative and "profit" if the sales are positive. Align the months to 45' (degrees) (7 marks)
- f. (i) By using kaloka2, 10% of the profit is to be set aside for development please add a formula to calculate the same. Sort the expenses by Name from Ascending to Descending, then sort by January expenses (4 marks)
- (ii) Insert a column chart and use it to compare total sales and total expenses, ensure that it is on its own page. (6marks)

- g. Using kaloka 2 add arrow below "profit" add to calculate the sum of all values in quarter 1 whose expenses are above 5000 (4mrks)
- h. Print Kaloka 1 Kaloka 2 and Kaloka chart (3marks)