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

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

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MOI GIRLS HIGH SCHOOL – NAIROBI KCSE TRIAL AND PRACTICE EXAM 2016

Paper 2

Answer question one (compulsory)

1. (a) Type the following table and save as LIST.DOC in the diskette provided: Adjust your font type to Times New Romans, font size 12. Use the auto sum feature to get the sum in the fees column.

| <u>Name</u> | <u>Box Number</u> | <u>Town</u> | <u>Form</u> | <u>House</u> | <u>Fees</u> |
|---------------|-------------------|-------------|-------------|--------------|-------------|
| Wanjala Naswa | 132 | Namalala | 2W | CHUI | 8575 |
| Abdalla Ali | 100 | Bamburi | 3R | NDOVU | 9250 |
| Mulwa Norr | 50 | Matuu | 1W | SIMBA | 11500 |
| Mwangi Mama | 500 | Kairuthi | 4R | CHUI | 10500 |
| Kiptoo John | 100 | Tindinyo | 2R | NDOVU | 8575 |

(20 Marks)

- (b) Using the third row entries in the tables provided in (a) above, type the following letter. Include all the formatting features in the letter. Justify the first paragraph of the letter. Save as **LETTER.DOC** in the diskette provided.

Kula Mawe High Schol,
P.O Box 1000,
Kula Mawe.

30th November 1998.

.....
P.O Box.....
.....

Dear.....

RE : ADMISSION

We are pleased to offer you a place in this school in form..... Your house will beThe amount of fees required is Ksh..... The school opens on 5th January, 1999.

You are required to bring the following items:

| <u>Beddings</u> | <u>Stationery</u> |
|-------------------|-----------------------|
| 1. 1 mattress | 1. Text books |
| 2. 2 blankets | 2. Exercise books |
| 3. 2 bed sheets | 3. 1 mathematical set |
| 4. 1 bedcover | 4. 1 ruler |
| 5. 2 pillow cases | 5. 1 Bible/Koran |

Yours faithfully.

Henry Mkubwa
(PRINCIPAL)

(30 Marks)

- (c) Print both **LIST.DOC** and **LETTER.DOC**.

Answer either question 2 or 3

KOROGOCHO ACADEMY
FORM THREE END YEAR EXAM MARKS

| STUDENT NAME | ENGLISH | KISWAHILI | MATHEMATICS | HISTORY |
|----------------|---------|-----------|-------------|---------|
| Ayuku Aseka | 70 | 60 | 40 | 50 |
| IrunguWambua | 50 | 70 | 60 | 40 |
| Khalifa Mudigo | 80 | 40 | 50 | 60 |
| Nosieta Soita | 30 | 75 | 60 | 50 |
| Onyango Otieno | 40 | 55 | 70 | 60 |

2. (a) (i) Create a worksheet with the following entries:
(ii) Adjust column width where necessary to display all entries in detail. Validate the cells to accept

ONLY numerals between 0—100 and return a comment **“Please enter a number between 0 and 100”** whenever an out of range error occurs. Save the worksheet as MARKS1. (11 Marks)

(b) Obtain the following:

- (i) total score for each student
- (ii) mean score for each student
- (iii) highest score per subject
- (iv) standard deviation per subject
- (v) rank for each student
- (vi) the grade for each student based on the following information.

| MEAN | GRADE |
|----------|-------|
| 75 – 100 | A |
| 70 – 74 | A- |
| 65 – 69 | B+ |
| 60 – 64 | B |
| 55 – 59 | B- |
| 50 – 54 | C+ |
| 45 – 49 | C |
| 40 – 44 | C- |

On the paper provided write the formula for each activity above.

Save your worksheet as MARKS 2.

(22 Marks)

- (c) Insert a new row for Chege Kisilu between Ayuku Aseka and Irungu Wambua. Enter his scores as 60, 50, 80, and 20. Save your worksheet as MARKS 3. (3 Marks)
- (d) Format the ranges with values for mean score and standard deviation to display results to 3 decimal places. Save your worksheet as MARKS 4. (4 Marks)
- (e) Select a free cell and enter 10%. Use the value entered to increment the mean score of each student. Save as MARKS 5. (10 Marks)
- (f) Print MARKS 2, MARKS 3, MARKS 4 and MARKS 5.

3 Database

A Jua Kali Association in Nairobi created a database file for their members. In addition to entering a members' numbers and names, each record contained a date of registration of each member, membership fees paid and title of the activity.

- (a) Create a database file structure called JUADAT1 using the information given in Table 1. The field names should match those of the data provided. Choose an appropriate primary key. Save the table as JKALI. (15 Marks)
- (b) Append the data in Table 1 on the structure created in (a) above (10 Marks)
- (c) Sort the records in JKALI on the fields you have defined for **activity** and **name** in ascending order. Save the table as JKALI2. . (4 Marks)
- (d) Create a report of the records in JKALI. The report should contain the following fields: Names, date of registration, and title of the activity. The report should sum up all the fees paid. The page title of the report is "JUA KALI REGISTRATION". Save the report as JUAREPORT. (15marks)
- (e) Use the data from JKALI to create a query file to extract all the records whose activity is "Blacksmith". Call the query JUAQUERY. (6 Marks)
- Write the query on the paper provided
- (f) (i) Print the structure of the table JKALI
(ii) Print the records in JKALI, JKALI2 and JUAQUERY

| MEMBERSHIP NUMBER | NAMES | REGISTRATION DATE | REGISTRATION FEES | ACTIVITY |
|-------------------|---------------|-------------------|-------------------|------------|
| 97PO316 | Fondo Maianda | 12/20/97 | 100.00 | |
| BLACKSMITH | | | | |
| 93PO464 | Kori Blanda | 08/21/93 | 50.70 | SEWING |
| 95PO218 | Issa Munir | 03/11/95 | 120.30 | POTTERY |
| 94PO177 | Alvin Kanga | 05/24/94 | 200.00 | |
| BLACKSMITH | | | | |
| 97PO010 | Adam Ayaila | 09/08/97 | 150.00 | PAINTING |
| 95PO849 | Valji Patel | 10/28/95 | 240.00 | WIRING |
| 96PO748 | Kamau Nderi | 02/14/96 | 300.00 | WIRING |
| 92PO100 | Otieno Omuka | 04/18/92 | 124.50 | BLACKSMITH |