

Name.....Index No.....Adm.No.....

Class.....Candidates Sign..... Date.....

451/2

COMPUTER STUDIES

PRACTICAL

TIME: 2 ½ Hours.

KIRINYAGA COUNTY MOCK JULY/AUGUST 2017

INSTRUCTIONS TO THE CANDIDATES

1. Indicate your name and index number at the top right hand corner of the printout.
2. Write your name and index number on the CD/removable storage medium provided.
3. Write the name and version of the software used for each question attempted.
4. This paper consists of two questions each having **50** marks.
5. Answer **all** the questions **Passwords should not be** used while saving files.
6. All files created must be saved in the provided CD/removable storage medium.
7. Make printouts of your answers on the answer sheet provided.
8. Hand in all the printouts and the CD/Removable storage medium used.
9. This paper consists of 4 printed pages.
10. Students should check the question paper to ascertain that all the pages are printed as indicated and no question is missing.
11. Candidates should answer the questions in English.

1. (a) Create a database called **Employees** and create a table named **Dept.** and enter the following Data. (5 marks)

NAME	BASIC PAY	DEPARTMENT	AGE	STATUS
Marren	16000	Computer	34	Single
Wezo	17000	Computer	44	Married
Dave	19000	Finance	33	Divorced
Charles	21000	Research	33	Single
Davy	23000	Research	25	Single
Thomas	25000	Computer	26	Married
Ann	27000	Finance	28	Married
Susan	29000	Finance	29	Divorced
Tina	31000	Research	24	Divorced
Andrew	33000	Computer	40	Single
Hardy	35000	Finance	20	Married
Selly	37000	Finance	43	Single
Kimani	10000	Research	15	Single
Chep	15000	Finance	35	Divorced
Eddie	35000	Computer	25	Married
Moses	59000	Research	33	Single
Miriam	70000	Finance	56	Divorced
Maurice	32876	Computer	70	Divorced
Alphine	43876	Research	98	Divorced
Cazy	48098	Research	32	Single
Langat	6500	Computer	12	Single
Phenny	29000	Finance	70	Single
Hilda	32000	Computer	13	Married

(b) Create queries to determine.

- i. Number of people with basic salary greater than 32,000/= .Save the query as **basic** (5 Marks)
- ii. Number of people with basic salary less than 45,000/= **AND** come from computer Department. Save the query as **computer**. (5 Marks)
- iii. Names of people who are either married or single .save the query as **Status** (4 Marks)
- iv. Those whose salary fall between 25,000/= and 50,000/=.**Salary** (3 Marks)

v. Those whose name begin with letter M or end in letter S. Save the query as **Names**
(3Marks)

(c) (i) Create a query to compute the new salary if there is an increment of basic pay by 16%. Save the query as **Salary increment**. (7 Marks)

(ii) Filter using query those who earn above 33000/= and aged between 39 and 70. Save the query as **Ages** (5 Marks)

(d) (i) Create a datasheet form using form wizard in the **Dept** table above. Save as **Form**
(3 Marks)

(ii) Create a form in design view using the **Dept** table above on the form and calculate the

Total basic salary for the whole table, add current date and time on the form header. Save the form as **Form B** (5 Marks)

(iii) Create a report from **Dept** table using design view to display all the data in the table the title of the report should be **Employee details**. Save the report as **EmployeeReport** and print it. (5Marks)

2. The worksheet below is a sample of the IEBC registration data across the country
THE NATIONAL IEBC CENTER
VOTER REGISTRATION AS PER COUNTY 2017

COUNTY	Registered		Target Population	Non registered voters	% registered	Remarks
	Male	female				
BUNGOMA	200,000	150,000	600,000			
KIAMBU	230,000	312,000	457,000			
NAIROBI	450,230	352,252	1,320,254			
KISUMU	258,368	122,356	658,870			
MASABA	325,62	104,52	700,658			

	0	0				
KITUI	123,86 3	80,588	325,789			
EMBU	136,22 2	150,52 0	356,102			
NYERI	253,66 6	210,00 0	492,250			
Total						
Average						

- a. Create a workbook to store information and save it as IEBC MAIN (15 marks)
- b. Use the formulae to compute:
- i. None registered voters per county (4 marks)
 - ii. The percentage (%) of registered voters per county in 2 decimal places (6marks)
- c. Use the IF function to declare the following remarks about the % registered per county. (6marks)
- “Above expectation” above 90%
- “Met Expectations” 70%- 89%
- “Below Expectations” <70 %
- d. Use a function to count the number of counties whose % registered is:
- i)** Below expectations in cell G18 (2 marks)
 - ii)** Use the function to fill the totals and averages in the table (2 marks)
 - iii)** Format the workbook as follows
 - i. Bold the title and center it across the page in a merged cell font size “14”, Times New Roman
 - ii. Apply border to the cell in the worksheet as follows
 - Double line for the outer border,
 - Dotted lines for the horizontal inside border
 - Dashed lines for the vertical inside border. (6marks)
- f. Rename the current worksheet as “VOTERS” (2marks)
- g. Copy the entire VOTERS worksheet to a blank sheet and rename the new sheet as NATIONAL REGISTER. (2marks)
- h. Insert your name, date and index number as a header in each sheet (3marks)

i. Print VOTER and NATIONAL REGISTER

(2 marks)