Name _____index no_____
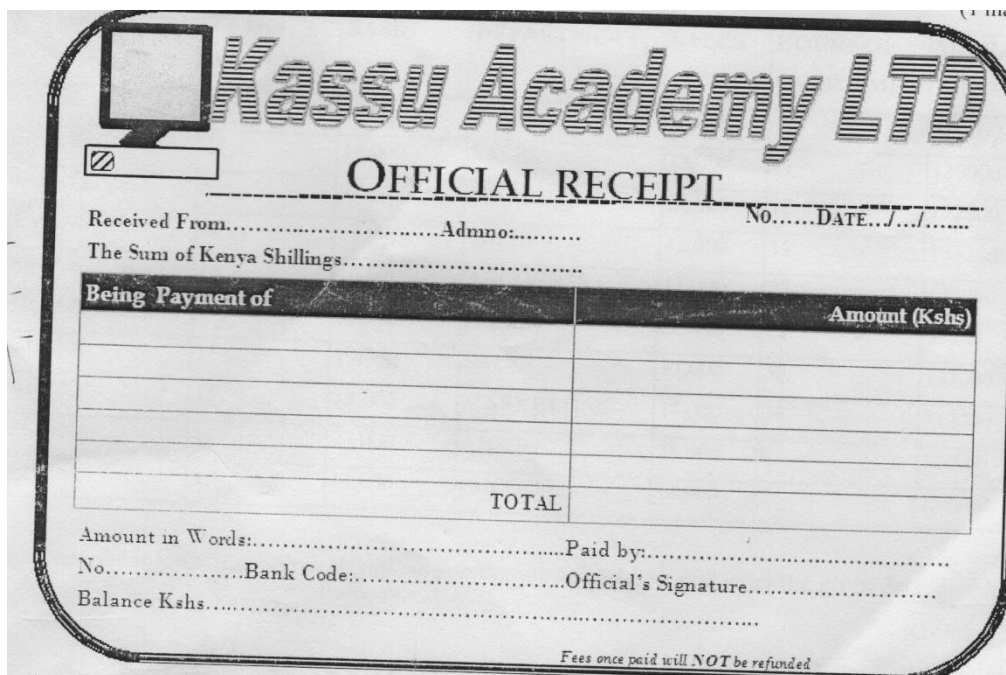
Candidates Signature_____

Date _____

COMPUTER STUDIES

PAPER 2

Time 2 1/2 hrs

a) Use a DTP software to design the publication as shown below   (1mk)

b. prepare the page layout as follows

i) Paper size A4 portrait   (2mks)

ii) Set the margins to 0.5 inches all round   (2mks)

iii) Divide the page into Two equal horizontal parts using a ruler   (2mks)

iv) The bonder should occupy half the page from the margins   (2mks)

c. Create the logo to occupy between 0.8" to 1.80" left and 0.70" to 1.85" from top   (9mks)

d. The title should occupy between 1.70" to 7.50" across and 0.75" to 1.45" from top. Font Arial black

With italics and fill effect pattern of dark horizontal   (7mks)

e. The OFFICIAL RECEIPT should occupy 2.50" to 5.70" across and 1.50" to 2.00 from top. Font Book antique size 26, bold and centered   (4mks)

f. The rest of the text is in font Bodoni MT size 12, except for the footer which is size 9   (9mks)

    i) Align all the text as shown   (2mks)

    ii) Group the publication as one   (2mks)

    iii) Fit TWO copies of the design into a single page   (1mk)

g. Include a page header with your name, class and index   (4mks)

h. Save as INVOICE   (1mk)

i. Print the publication   (2mks)

2. A firm in Nairobi provides computer spare parts to its customers. The firm wishes to work out the pay details for its employees and present a report

NAME	YEARS WORKED	BASIC PAY	DEPARTMENT	SALES	HOURS OF OVERTIME	MILEAGE
JOHN	9	14,000	ADMIN	16,000	10	120000
BILLY	23	18,000	SALES	25,000	11	130000
LILLY	5	7,000	MARKETING	22,000	12	112000
EVANS	17	18,000	SALES	12,000	15	134200
GIDEON	18	16,000	ACCOUNTS	11,000	22	123000
HUMPHREY	3	25,000	ADMIN	30,000	12	10200
CEDRIC	11	19,000	SALES	35,000	33	132000
ALVAN	15	15,000	MARKETING	14,000	14	112000
PENINA	11	23,000	ADMIN	25,000	0	12000
STEVE	8	17,000	ACCOUNTS	14,000	7	154000

   a) Using the information above, design an appropriate spreadsheet and enter the given data, give it a Suitable title. Save the worksheet as FIRM1.   (14mks)

b) i) Copy sheet 1 to sheet 2

ii) The employee's sales commission is calculated as 11 % of the employee's sales. Input this

commission rate in cello C20 and label it appropriately   (6mks)

iii) Insert a new column labeled "Sales commission" between "sales" and hours of overtime

    (2mks)

iv) Create formulae to give the amount of sales commission by making references to sales

commission cell   (4mks)

v) Copy the formulae to get the sales commission for all the other employees and save as FIRM2

    Copy the work in sheet 3   (3mks)

c) i) Convert the basic pay and sales to two decimal places

ii) Use the IF function to put the remark "GOOD" in a new column labeled REMARK for only those

employee whose sales is greater than 22,000

iii) Apply a double line border to the whole worksheet. Save as FIRM 3   (3mks)

d) Print FIRM1. FORM2 and FIRM 3   (3mks)