

Name.....

Index No.

School

451/2

COMPUTER STUDIES

PRACTICAL

Paper 2

Time: 2 ½ Hours

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

451/2

COMPUTER STUDIES

PRACTICAL

Paper 2

JULY/AUG .2007

Time: 2 ½ Hours

INSTRUCTIONS TO CANDIDATES:

1. Type your name and index number at the top right hand corner of each printout.
2. Write your name and index number on the diskette
3. Write the name and version of the software used for each question in the answer sheet.
4. Passwords **should not be used** while saving in the diskette
5. Answer all questions
6. All questions carry equal marks.
7. All answers **must** be saved in your diskette.
8. Make a printout of the answers on the answer sheets provided.
9. Hand in all the **printouts** and the **diskette**.

*This paper consists of 4 printed pages.
Candidates should check the question paper to ensure that all*

pages are printed as indicated and no questions are missing.

1. a. Kibos holding company limited has given you the details below to be used in calculating expenses incurred during two quarters of the year as indicated. Use a spreadsheet package to enter the details, and save your work as Expenses 1 (20 Marks)

	A	B	C	D	E	F	G
1	<u>KIBOS</u> <u>HOLDINGS</u> <u>COMPANY</u> <u>LIMITED</u> <u>P. O. BOX 23625</u> <u>BOMET</u>						
2							
3		First Quarter	Second Quarter				
4		January	February	March	April	May	June
5	Production Cost	15642	14687	18741	19457	15412	15441
6	Transportation	1564	1469	1874	1946	1541	1544
7	Warehousing	1125	1056	1347	1398	1107	1109
8	Promotion	2564	2407	3071	3188	2525	2530
9	Salary	4525	4248	5420	5626	4456	4465

b. (i) Copy the details of kibos holding company limited to sheet 2 of your worksheet (2 marks)

(ii) Add a column called "Total" and calculate the Total production cost of the two Quarters. (4 marks)

(iii) Use relative referencing to calculate the total for the other expenses (4 marks)

c. (i) Calculate the total expenses for each month so as to give the results as "Total expenses" on row 10 (4 marks)

(ii) On the paper provided write the formula used to calculate the expenses For the month of April (2 marks)

d. (i) Use **absolute referencing** to calculate the cumulative total expenses for the two quarters in cell H10 (4 marks)

(ii) Write the formula used to get the cumulative total on the paper provided (2 marks)

(iii) Calculate the percentage of total expenses of the respective months and Display the results on row 11 as "percentage of total expenses" (4 marks)

(iv) Write the formulae used to get the percentage of May (2 marks)

(v) Draw a line graph to illustrate the percentage of the total expenses for the

Six months indicating the months. Save your work as Expenses 2 (11 marks)

(iv) Print Expenses 1 and Expenses 2 (2 marks)

2. Icon Management Training and Consultancy Center have set up a special advertising campaign to market its courses. As a DTP expert, you have been appointed to assist the marketing team in designing a brochure

A sample brochure is attached to the question paper

The fonts, borders and graphics used should be relevant to all the publications as may be available in your software

a. Prepare a publication layout with the following specifications:

i. The paper size should be A4, landscape (2 marks)

ii. Set the margins to be 10mm (0.4 inch) all round (2 marks)

iii. Set the publication to be in three columns of measurements 87mm, 81 mm and 97 mm respectively (2 marks)

iv. Set space between columns to 6 mm (2 marks)

b. Key in the text as shown in column 1 and 3 of the sample provided and save your work as Sample 1 (8 marks)

c. In column 3(title), format the text as follows:

i. Reverse the title as shown in the sample provided (2 marks)

ii. Bold the mission statement heading (2 marks)

iii. Italicize and centre the mission statement (2 marks)

iv. Centre the address at the bottom of column 3 (2 marks)

v. Place a clipart appropriately as shown in column 3 of the sample provided (*if clipart not available, place any other appropriate graphics*) (2 marks) vi. save your work as sample 2 (2 marks)

d. in column 1 (courses), format the text as follows:

i. embolden the main title and the sub titles (2 marks)

ii. underline the main title only as shown in the sample provided (2 marks)

iii. highlight the courses using appropriate bullets (2 marks)

e. insert a column footer using the text "*Registration and enquiries at our head office - ICON Towers.*" In column 1 as shown in the sample provided (2 marks)

f. create the mailing coupon as it appears in column 2 of the sample (2 marks)

g. format the mailing coupon text as follows:

i. Bolden and centre the address, as shown in the sample provided (2 marks)

ii. draw and enter the "**PLACE STAMP HERE**" caption at the top right hand corner of column 2 (2 marks)

iii. save your work as sample 3

(2 marks)

h. Print sample 1, sample 2 and sample 3.

(6 marks)

