END OF TERM II EXAMINATION
QUESTION PAPER

Computer Studies Paper 2 – 451/2
Form 4 2017

1. a) Create the form letter shown below and save it as FORMLETTER. (8marks)

<div align="right">

Kenya Planters Association Ltd.,
P.O. Box 90009 00100,
Mombasa (Kenya).

</div>

\<First Name\> \<Second Name\>
\<Address\>
\<City\>

Dear \<First Name\>

RE: ANNUAL GENERAL MEETING

We wish to invite you for our annual general meeting which will be held on \<Date\> of \<Month\> 2017 at \<Time\> A.M. The venue will be at \<Venue\>

The agenda for the meeting will be as follows:
- elections
- Financial Reports
- Dividends
- AOB

Please, make sure you carry your membership card without which you will not be allowed entry at the gate.

<div align="right">

Yours truly,
MD-KPA

</div>

Required:

b) i) Align the address at the top right to be at the top left. Similarly do the same for the last two lines of the letter. (2mks)

ii) Bold and underline the line staring with **RE**. (4mks)

iii) Replace the bullets with numbers 1, 2… 4 and save the document as **FORMLETTER2**. (4mks)

c) i) Create a data source that has the following structure and save it as DATASOURCE. (8mks)

First Name	Second Name	Address	City	Date	Month	Time	Venue

ii) Add the following six records to the data source. (9mks)

First Name	Second Name	Address	City	Date	Month	Time	Venue
Joseph	Scott	P.O. Box 20	Nairobi	20	August	10	Town Hall
Teresa	Wanja	P.O. Box 27	Kisumu	20	August	10	Town Hall
Mark	Meza	P.O. Box 79	Mombasa	20	August	10	Town Hall
Musa	Mako	P.O. Box 10	Nairobi	20	August	10	Town Hall
Masese	Milka	P.O. Box 66	Nairobi	20	August	10	Town Hall
Nyang	Osborn	P.O. Box 44	Nairobi	20	August	10	Town Hall

d) Insert the merge fields in the **FORMLETTER2** to replace the text marked with the \< \> signs.(9mks)

e) Merge the **FORMLETTER2** and the **DATASOURCE** to a new document and save it as MERGED **LETTER**. (5mks)

f) Print **FORMLETTER**, **FORMLETTER2**, **DATASOURCE** and **MERGED LETTER**. (5mks)

2. A media house sells advertising space on its channels. It has a database of two tables.
   (a) Create a database file and save it as **ADVERTS.** (2mks)
   (b) Create two tables containing the following fields. (6mks)
   CUSTOMERS_TABLE

FIELD	DATA TYPE	FIELD SIZE
Customer_ID (**PK**)	Text	4
Customer_Name	Text	50
Target Audience	Number	Long Integer

RATES_TABLE

FIELD	DATA TYPE	FIELD SIZE
Rate_ID (**PK**)	Text	4
Rate_Name	Text	50
Rate_Cost(Ksh)	Number	Long Integer
Time	Number	Long Integer

c) Validate the **Time** field to accept entries between 30 and 60 only. (4mks)

d) i) Create a one-to-many relationship between the **CUSTOMERS** table and the **RATES** table. Consider that one customer can be charged many rates. (4mks)

ii) Enforce the following constraints on the relationship: (6mks)
   - Referential integrity
   - Cascade update related fields
   - Cascade delete related fields

e) Create a form based on the **CUSTOMERS_TABLE** and use it to enter the following data. (4mks)

Customer_ID	Customer_Name	Target Audience
1000	Wello Ltd	600000
1001	Lamp International	1000000
1002	Texas Kenya	100000
1003	Vail Co	500000
1004	Mills Vigo	200000
1005	Orient International	300000

f) Create a form based on the **RATES_TABLE** and use it to enter the following data. (4mks)

Customer_ID	Rate_ID	Rate_name	Rate_Cost(Ksh)	Time (s)
1000	2	Morning	3000	60
1003	1	Afternoon	5000	30
1000	3	Evening	2500	30
1005	2	Morning	3000	60
1000	1	Afternoon	5000	30
1005	3	Evening	2500	30
1004	2	Morning	3000	60
1003	2	Morning	3000	60
1001	2	Morning	3000	60

g) i) Create a query named **CUSTOMER_BILLS** that shows **Customer_ID**, **Customer_Name, Rate_ID** and **Rate_Name.** (6mks)

ii) Sort the **CUSTOMER_BILLS query** in descending order by Rate_Cost. (2mks)

h) Create a tabular report based on the **CUSTOMER_BILLS** query that satisfies the following conditions: (12mks)

- Should have a title: "**BILL PER CUSTOMER**" bolded and centered at the top.
- Subtotals based on **Customer_ID** with subtotals.
- It has total amounts payable by all customers being the sum of the **Rate_cost** field.
  - Save the report as **CUSTOMERBILS**.

i) Print **CUSTOMER** and **RATE** tables, **CUSTOMER_BILLS** query and **CUSTOMERBILLS** report.