**NAME……………………………………………………INDEX NO. ……………………**

**CANDIDATE’S SIGNATURE ………………… ……..CLASS…………………………..**

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

June/July 2014

2 ½ HOURS

**STAREHE BOYS’ CENTRE AND SCHOOL MOCK**

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

**INSTRUCTIONS TO CANDIDATES**

* Write your **Name, Index number** and **Class** in the spaces provided above.
* Write your name and Index number on the removable media provided
* Write the name and version of the software used for each question attempted in the answer  sheet
* Answer ***all*** the questions
* All questions carry equal marks
* Passwords ***should not be used*** while saving in the diskette/removable media
* All answers ***must*** be saved in your removable media
* Make a printout of the answers on the answer sheet provided.
* Arrange your printouts and tie /staple them together
* Hand in all the ***printouts*** and ***the removable media***

*This paper consist of -4-pages.Candidates should check the question paper to ensure that all pages are printed as indicated and no questions are missing.*

**Question 1**

1. Set your paper to portrait and the margins to 2.4cm(or 0.94’’) all round (2 Marks)
2. Type the document as it is using Times New Roman font face, font size 12 and save it as ‘SDLC’ (30 Marks)
3. Set the column spacing to 2.4cm (or 0.94’’) (2 Marks)

**SYSTEMS DEVELOPMENT LIFE CYCLE**

The activities that comprise systems development are encompassed in the term systems analysis and design. These stages include:Problem recognition and definition, Information gathering, Requirement specification, System design, System development, System implementation, System maintenance and review

*N*

aturally one must know, recognise and understand the problem before it can be solved. Generally, the need will pertain to the improvement of an is or a particular procedure. Problem definition follows which starts by examining whatever current information system is in use, any existing problems in the current system and suggesting some possible plans as alternatives to the present system.

After approval a more detailed survey is conducted on the existing system mostly to establish its weaknesses and strengths. This is called fact-finding or fact gathering. In requirement specification the system analysts come up with the detailed requirements for the proposed system. It involves determination of user requirements e.g. Task performed, output expected, proposed system development cycle and user goals. This is the systems analysis.

*System design entails the activities of transforming the requirement specifications into a logical view of the system that focuses on computer based solutions. Whereas analysis places emphasis on the problem, design places emphasis on the technical and implementation concern of the system. System development. also known as construction stage involves programming, testing, documenting and installation of the software.* ***System Implementation And Testing Involves The Practical Work Of Transferring From The System Design Into a Working System***.

An information system is dynamic and must be responsive to the changing needs of the company and those who use it. The process of modifying and adjusting an information system to meet changing needs and make it adaptive is known as system maintenance. Just like a new automobile will need some screws tightened after a few hundred miles, an information system will need some fine-tuning just after implementation. Thereafter and throughout the production stage of the system life cycle, the system will be modified many times

1. Copy the document above and save it in a new file called ‘SYSTEMS’ (2 Marks)
2. Spell check the document and format the heading ' SYSTEMS DEVELOPMENT LIFE CYCLE’ to have the following styles (3 Marks)

* Centred across the page.
* Font face: Arial.
* Font size: 45.
* Background colour: grey.

1. Change the character spacing of the title to the following settings: (3 Marks)

* Scale 87%
* Spacing -Expanded
* Kerning - 13 points

1. Create a diagonal watermark text called ‘STAREHE BOYS’ CENTRE’ on the SYSTEMS document saved above (2 Marks)
2. Indent the Paragraph beginning with the words "System design" as follows: (2 Marks)

* Left 0.5cm
* Right 1.2cm

1. Insert page numbers e.g. 1 of X centered, on the footer with your index number on the right margin (2 Marks)
2. Re Save your work and print the two documents. (2 Marks )

**Question 2**

1. The table below display the analysis of particular items in GUTKEY KIOSKSspread across Nairobi city in January 2013.The percentage sales projection for the first half of that year increased for the branches, starting Feb, March, April, May and June at a constant percentage rate of 4.3, 4.5, 6, 5.2, 7.1, 6.4, 4.4 and 7.5 for the branches, for ZIWANI down to PARKLANDS respectively.Createaworksheet to tabulate the sales for the first half of the year. Save the workbook as **GUTKEY** (22 Marks)

**GUTKEY SALES PROJECTION 2013**

|  |  |  |
| --- | --- | --- |
| **SALESREPNO** | **BRANCH** | **JANUARY SALES(KSH)** |
| **SBC001**  **SBC002**  **SBC003**  **SBC004**  **SBC005**  **SBC006**  **SBC007**  **SBC008** | **ZIWANI**  **RACE COURSE**  **KANGEMI**  **KIBERA**  **UMOJA II**  **KAYOLE**  **LAVINGTON**  **PARKLANDS** | **76,000**  **56,000**  **42,050**  **80,100**  **56,300**  **40,300**  **60,000**  **72.430** |

1. Merge and center the title “**GUTKEY SALES PROJECTION 2013**” across the columns

(2 Marks)

1. Insert your index number as a header in the center across the page (1 Marks)
2. Use a function to calculate the average sales per branch and re-save . (1 Marks)
3. (i) Copy the spreadsheet document to a new worksheet called Sheet2 area (1 Marks)

(ii) Rename Sheet1 as **PROJ1** and Sheet2 as **PROJ2** (2 Marks)

1. Format the sales values to have the following: (3 Marks)
2. 2 decimal places
3. Acoma separator for the thousands
4. Insert currency symbol in Ksh.
5. Use an appropriate function to award the sales representatives managing the branches using the scale given below (4 Marks)

* **80,000 and above: GOLD**
* **65,000 to 79,999 : SILVER**
* **50,000 to 64,999 :BRONZE**
* **Below 50000: NO PRICE**

1. Use an appropriate function to establish the number of those awarded GOLD (2 Marks)
2. Use a formula to calculate the monthly total sales for all the six months and re-save. (2 Marks) Prepare an appropriately labeled bar graph to show the Monthly TotalSales for the six months. Save the graph as a new sheet called “MONTHLY RECORDS” (5 Marks) .
3. Print **PROJ1, PROJ2, MONTHLY RECORDS** and **formulas in PROJ2**, on one page each (5 Marks)

END.