NAME:.. INDEX NO:.............................

SCHOOL:.......................................……... DATE:...

451/2
COMPUTER STUDIES (*Practical*)
PAPER 2
March 2017
TIME: 2 HOURS

SUNSHINE SECONDARY SCHOOL PRE MOCK 1
Kenya Certificate of Secondary Education (K.C.S.E)
COMPUTER STUDIES PAPER 2
(Practical)
2 HRS

Instructions to candidates

a)   *Indicate you name and index number at the top right hand corner of each printout.*

b)   *Write your name and index number on the CD-RW provided.*

c)   *Write the name and version of the software used for each question attempted in the answer sheet.*

d)   *Answer all the questions*

e)   *All questions carry equal marks.*

f)   *Passwords should not be used while saving in the CD-RW provided.*

g)   *All answers must be saved in your CD-RW provided.*

h)   *Make a printout of the answers on the answer sheet.*

i)   *Arrange your printouts and staple them together.*

j)   *Hand in all the printouts and the CD-RW used.*

This paper consists of 4 printed pages. Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

QUESTION ONE (50 mks)

a) Prepare the following spreadsheet as it appears and save it as **Employee details 2016**   *(14Mks)*

	A	B	C	D	E	F	G
1	Employee No	Employee Name	Department	Basic Pay	Allowances	Deductions	Netpay
2	A001	Tom Nthiana	IT	76,000	15,000	14,500	
3	S001	Jane Ngwito	Sales and Marketing	68,000	20,000	16,700	
4	A002	Flora Atieno	IT	100,000	23,000	19,400	
5	H001	Jack Tony	Human Resource	120,000	35,000	24,500	
6	C001	Bob Some	Communications	105,000	40,000	20,000	
7	A003	George Ngure	IT	134,000	45,000	36,600	
8	H002	Diana Mumina	Human Resource	111,500	33,000	27,000	
9	S002	Kelvin Tsuma	Sales and Marketing	77,000	21,000	19,900	
10	C002	Onesmas Theuri	Communications	99,000	31,000	24,000	
11	F001	Phylis Malombe	Finance	109,000	42,000	32,000	
12	F002	Benson Kagiri	Finance	103,000	40,000	31,000	
13	A004	John Odhiambo	IT	138,500	50,000	46,000	
14							
15							

b) Copy all the data above to sheet 2 of your workbook.   *(1 Mk)*

c) Rename sheet 1 to **"Original"**; sheet 2 to **"Netpay"**   *(2Mks)*

d) Using an appropriate formula on **"Netpay"** sheet, calculate in the appropriate cells, the Net pay for all the workers given that: Net pay is equal to Basic pay plus Allowances Less Deductions   *(4Mks)*

e) In cell F14, type Maximum pay and use a function to return the highest pay in cell G14   *(2Mks)*

f) In cell F15, type Minimum pay and use a function return to the lowest pay in cell G15   *(2Mks)*

g) Type "IT employees" in cell A14. Using a function and the Employee No column only, return the number of employees in the IT department in cell A15.   *(4mks)*

h) Include a column named **Comment** and use the **IFfunction** to return either the words "Above 100K", or "Below 100K" depending on whether the employee has a Net pay above or below 100,000   *(4Mks)*

i) Copy the work in the "Netpay" sheet to sheet3 and rename it **"Subtotals"**   *(2Mks)*

j) Using the **Subtotals** sheet, calculate **net pay subtotals** for each department   *(6mks)*

k) Plot a bar graph that will display Employee Namesand their respective Net pay.
Give it the heading "Employees Net pay" and include axes labels   *(5Mks)*

l) PrintNetpay, Subtotals, the chart and all the **formulas used in the subtotals sheet**   *(4mks)*

Question 2 Database

2. Use the following information to answer the questions that follow

Student Name	Date of Birth	Fee Balance	Adm No	Address
Betty Titus	12/7/1981	2,000/=	3098	198 Maseno
CalmaxOmondi	31/1/1981	1,000/=	2093	230 Kisumu
Ben Bellah	11/9/1978	10,000/=	5467	76 Nairobi
Omulayi Kennedy	3/8/1960	5,000/=	9054	54 Kakamega
Brian McKnight	4/7/1950	7,000/=	9087	904 Nairobi
Tamar Biconet	9/2/1999	15,000/=	9827	811 Kisii
Dave Michael	5/9/1990	11,000/=	6230	943 Luanda
Fulunya Williams	2/8/2000	6,000/=	6540	985 Bungoma

(a) Create a database called **ADMISSIONS followed by your admission number.** Within it prepare a table called **STUDENTS** containing the above information   *(16mks)*

(b) Set up a suitable primary key.   *(1mk)*

(c) In your table use the **feebalance**field to sort your data in **descending** order   *(2mks)*

(d) Create a query from your table and carryout the following;

(i)   Set a criteria to show students with fee balance **lessthan10,000**/=   save it as **Balances***(4mks)*

(ii) Set a criteria to show students **names** starting with **letterB** on their own listsave it as **B-Names**

(4 mks)

(e) Create a custom form called **Switchboard** that shows all fields from the above table   *(3mks)*

(f) Modify the form so that:

(i)   it displays the records command buttonsfor adding new record, deletes a record, closes the form and run Ms Wordapplication when clicked. Save it as main switch board   *(4mks)*

(ii)   it includes a command button that allows you to move to the next record and another button (at bottom left) that allows you to scroll to the previous record.   *(2mks)*

(b) Prepare another table called **PARENTS** that contains the fields below. Have a maximum of five records. Choose a primary key.   *(2mks)*

(i)   Parent name

(ii)   Address

(iii)   Phone No

(iv)   Tribe

(c) Create a Form called **PTA** that shows all field and records from the table above *(2mks)*

(d) Create a Report called Students Report that shows a summary of the data from the **STUDENT** table. Supply an appropriate heading for report and make it landscape   *(4mks)*

(e) **Print**   *(6mks)*

      (i)   **Students Table,**

      (ii)   **Balances Query,**

      (iii)   **B-Names Query,**

      (iv)   **Parents Table,**

      (v)   **PTA Form,**

      (vi)   **Student Report.**