NAME: ………………………………………ADM NO…………………SCHOOL…………….

451/2

COMPUTER STUDIES

Paper 2

(PRACTICAL)

May 2014

Time: 2 ½ Hours

BUNYORE MARANDA – 2014

Kenya Certificate of Secondary Education (KCSE)

451/2

COMPUTER STUDIES

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(PRACTICAL)

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INSTRUCTIONS TO CANDIDATES

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

|  |  |  |
| --- | --- | --- |
| QUESTION | MAXIMUM SCORE | CANDIDATE SCORE |
| 1 | 50 |  |
| 2 | 50 |  |
| TOTAL SCORE | 100 |  |

Question One

1. Create a database and save it as school database
2. Create a Table called ‘Students Table’ in the school database with the following (7 marks)

|  |  |  |
| --- | --- | --- |
| FIELD NAME | DATA TYPE | FIELD SIZE/FORMAT |
| ADM-NO | Text | 10 |
| Name | Text | 15 |
| Surname | Text | 15 |
| Tel – No | Number | Long Integer |
| Date of Birth | Date/time | Medium date |
| Fee – Paid | Currency | Currency |
| Foreigner | Yes/No | Yes/No |

1. Make the “ADM\_Number” Find the Primary Key (1 mark)
2. Open the “Students Table” and enter the following records (3 marks)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ADM – NO. | Name | Surname | Tel – No. | Date of Birth | Free - paid | Foreigner |
| 4567 | John Maina | Muiru | 55-67543 | 19/09/1990 | 25000 | No |
| 4576 | Mary Nthenya | Mutua | 44-23456 | 20/12/1991 | 27000 | No |
| 4398 | Mark Okech | Otieno | 22-65473 | 13/03/1992 | 20000 | No |
| 5678 | Peter Rick | Ben | 11-76742 | 15/06/1994 | 29000 | Yes |
| 4378 | Joan Liz | Patel | 13-89734 | 18/09/1990 | 26000 | Yes |
| 4897 | Peter Amos | Ben | 33-37482 | 17/04/1993 | 20000 | Yes |
| 4643 | Muoka Muoki | Nzoki | 44-45362 | 12/12/1991 | 23000 | No |

(c) Insert the record given below as record 4 (2 marks)

4120 Rabecca Kalewa Ben 44-24242 13/10/1990 27000 No

(f) Delete Mary Nthenya record from the database file (2 marks)

(g) Sort the table in Ascending order by surname (2 marks)

(h) Move the Date – of – Birth and Tel – No fields so that the Date – of – Birth field is now directly after the surname field (4 marks)

(i) Change the field size of the Surname to 20 (1 mark)

(j) (i) Create a Form with all fields on the Students Table (2 marks)

(ii) Name the form Students Entries (1 mark)

(k) Insert a picture in the form in way that all text is visible (3 marks)

(l) (i) Create a report based on the Student’s Table showing the Fields Name, Surname and Tel No. (3 marks)

(ii) Name report Telephone list (1 mark)

(m) Insert a picture in the report Header (2 marks)

(n) (i) Create query 1 showing all fields of those students whose surname is Ben (3 marks)

(ii) Create query 2 showing all fields of those students born after 1991 (3 marks)

(iii) Create query 3 showing only the Student’s name, Student’s Surname and Student’s Date of birth (3 marks)

(iv) Create a query 4 showing the fee balance of all students given the total fee is 35000 and Fee – balance = Total \_ Fee – Fee \_ Paid (3 marks)

(o) Print Students table, Student Entries form, Telephone list, query\_1, query\_2 and query\_3, query 4. (4 marks)

Question 2 (50 marks)

The following is a worksheet extracted from business Join Venders. They have come together to do a business of selling computer accessories.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Names | Cost | Sales | Gross profit | Expenditure | Reserves | Net profit | Remarks |
| Benson | 700 | 350 |  | 450 |  |  |  |
| Betwel | 400 | 700 |  | 50 |  |  |  |
| Kimwat | 200 | 900 |  | 200 |  |  |  |
| Amos | 300 | 1000 |  | 300 |  |  |  |
| Tembur | 100 | 500 |  | 100 |  |  |  |
| Korir | 400 | 600 |  | 40 |  |  |  |
| Towett | 600 | 850 |  | 55 |  |  |  |
| Maritim | 500 | 350 |  | 70 |  |  |  |
| Kerich | 200 | 350 |  | 45 |  |  |  |
| Beney | 500 | 1000 |  | 40 |  |  |  |
| Danson | 600 | 900 |  | 170 |  |  |  |
| Kones | 900 | 1000 |  | 20 |  |  |  |
| Koech | 100 | 800 |  | 130 |  |  |  |

Additional Information

1. Gross profit = Sales – Cost
2. Net profit = gross profit – (expenditure + reserves)
3. Reserves = 10% gross profit
4. Remarks are: “very good vendor,” “good vendor” “domain vendoer” burden vendor” “Quite vendor”

REQUIREMENT

1. Create the workbook and enter the details, save as vendor (15 marks)
2. A) Keep the title of the workbook to be JOIN VENDORS and format it to be bold, font size 14 and align at 200 (4 marks)

(b) Format the figures in sale column to 2 decimal places (3 marks)

(c) Insert two rows between Tembur and Korrir and enter the records below: (5 marks)

* Name Bii, cost 100, ,sales 500 and expenditure 10
* Name Mutai. Cost 800. Sales 2000 and expenditure 80

1. Use non function to calculate gross profit for each member (3 marks)
2. Use product function to calculate reserves for each member (3 marks)
3. Use “IF function” and net profit to analyses the vendors, taking the following remarks” (6 marks)
4. If net profit > = 500, then “very good vendor”
5. If net profit > = 400, then “good vendor”
6. If profit < = 300, then “domain vendor”

(vi ) (a) Use names of the vendor and cost to insert a lien graph. Keep the title of the graph to be PRODUCTIVE ANALYSIS, format it and place it in a Separate sheet.

(5 marks)

(b) Save the changes as productive analysis (2 marks)

(c) Print the “Join vendor” and “productive analysis” including gridlines (4 marks)