**NAME: ……………………………………………..…………. ADM NO: ………………..**

# 451/2

# COMPUTER STUDIES

# Paper 2

# (PRACTICAL)

# Time 2 ½ HOURS

# IMMACULATE CONCEPTION BOYS HIGH SCHOOL - MUKUYU

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

# 451/2

# COMPUTER STUDIES

# Paper 2

# (PRACTICAL)

**INSTRUCTIONS**

Type your name and index number at the top right hand corner of each printout

Sign and write the date of the examination below the name and index number on each printout

Write your name and index number on the compact disks

Write the name and version of the software used for each question attempted in the answer sheet

Passwords should not be used while saving in the compact disks

Answer all the questions

All questions carry equal marks

All answers must be saved in your compact disks

Make a printout of the answers on the answer sheets provided

Hand in all the printouts and the compact disk

**1**

1. Use a DTP software to design the advertisement below and save it as national

 (24 Marks)

1. Set the page to the following specifications
	1. Margins: Left 0.5”, Right 0.5”, Top 0.5”, Bottom 0.5” (4marks)
	2. Change the font type for the table to agency FB (2marks)
	3. Format the logo so that the upper part is red and the lower part is green

 (6marks)

1. Fit TWO copies of the design into a single page in portrait orientation (6 marks



1. Include: (6 Marks)
	* 1. Page header “Computer Studies” (center align)
		2. Page footer “your name” (left align) and “Index Number” (Right align)

Print the document (2 Marks)

**2.**

G4s Company is an organization that has employed several workers. In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

1. Create a database file and name it **G4S COMP.** (2mks)
2. (i) Using the table below create the appropriate fields and split the data into two tables

 **“EMPLOYEE DETAILS’ and ‘PERSONAL DETAILS’.**  (14mks)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE** **NO.**  | **NAME**  | **DEPARTMENT**  | **MARITAL STATUS**  | **SALARY**  | **AGE**  |
| 2213  | JOHN CLAY  | DRIVER  | MARRIED  | 8,000.00  | 35  |
| 2214  | ROSE JOHNS  | CLERK  | MARRIED  | 10,000.00  | 40  |
| 2215  | PETER ROGERS  | DOCTOR  | MARRIED  | 50,000.00  | 45  |
| 2216  | JED OTIENO  | ACCOUNTANT  | SINGLE  | 20,000.00  | 25  |
| 2217  | VINCENT JED  | DRIVER  | SINGLE  | 8,000.00  | 20  |
| 2218  | ALLAN LIMO  | GROUNDSMAN  | SINGLE  | 4,000.00  | 22  |
| 2219  | PETER OLOO  | ASS. MANAGER  | MARRIED  | 80,000.00  | 35  |
| 2220  | HUSSEIN KIMANI  | CASHIER  | SINGLE  | 15,000.00  | 26  |
| 2221  | ROBERT KIBANI  | WATCHMAN  | SINGLE  | 5,000.00  | 28  |
| 2222  | JANE LESSOS  | SECRETARY  | MARRIED  | 6,000.00  | 31  |
| 2223  | LUCY OJWANG  | CLERK  | MARRIED  | 8,000.00  | 30  |

* 1. Create screens for each table for inputting the data in the table above (6mks)
	2. For each of the tables, choose the most appropriate key. (3mks)
	3. Create a relationship between the two tables. (4mks)
1. Create a query from the two tables „employee details‟ and „personal details‟ to display the fields

Name, Department and Salary for those employees who earn more than 10,000.00. Save as

**EARN ABOVE 10K**. (6mks)

1. (i) Generate a tabular report with landscape orientation from the tables to display the fields in the following order. (6mks)

**EMPLOYEE NO. NAME SALARY DEPARTMENT AGE**

* 1. Sort records in the report in alphabetical order of the name field. (2mks)
	2. (iii) Compute the total of salary for all the employees and place it below the salary column.

Save as **SALARY**. (5mks)

1. Print **EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EARN ABOVE 10K** and **SALARY.** (2mks)