

## PRACTICALS

### MS EXCEL EXERCISE

#### QUESTION ONE

- a) Open a new workbook and call it PRACT 1. In it enter the following table in a sheet1.

NAME	GENDER	CA 01	CA 02	CA 03	CA 04	CA 05
Jones	F	12	26	10	30	25
Anderson	M	30	21	30	10	30
Williams	M	21	30	21	10	25
Jeanson	F	30	12	9	11	24
George	M	25	9	16	13	26
Wilson	M	15	4	18	16	28
Smith	M	14	4	17	15	27
Betty	F	25	15	10	23	16
Gloria	F	26	12	13	01	25

- b) Using Functions get the total and average for each student  
 c) Using appropriate titles calculate the average, maximum and minimum in each subject  
 d) Insert a row above row 1 and insert the title EXAMS ANALYSIS 2008.  
 e) Format all the numbers into 1 Decimal place  
 f) Using the IF Function give the remark "GOOD WORK" if the average is greater than 26 otherwise "CAN DO BETTER".  
 g) Using a function count all male students and put it in Cell A23.  
 h) In the first column apply the following formatting: BOLD, ITALICS

#### QUESTION TWO

Create the worksheet below and answer the questions that follow:

	A	B	C				D
1	<b>INCOME</b>						
		JAN	FEB	MAR	APR	MAY	JUNE
2	SALES	990000	880000	910000	890000	780000	900000
3	AFTER-SALE SERVICES						
4	<b>TOTAL INCOME</b>						
5							
6	<b>EXPENDITURE</b>						
7	RENT						
8	SALARIES						
9	RAW MATERIALS						
10	WATER & ELECTRICITY						

11	MISCELLANEOUS						
12	<b>TOTAL EXPENDITURE</b>						
13							
14	<b>GROSS PROFIT/LOSS</b>						
15							
16	TAX						
17	<b>NET PROFIT/LOSS</b>						

Enter the table above in a worksheet and compute where necessary using the following additional Information:

- After-Sale services is 50% of the total Sales
- Rent is 8% of Sales
- Salaries is 10% of Sales
- Raw Materials is 18% of Sales
- Water and Electricity is 8% of Sales
- Miscellaneous is 3% if Sales
- TAX is 4% of the Gross Profit/Loss

**PERFORM THE FOLLOWING ON MS EXCEL**

- The following is sample of a payroll used by Kajjado Secondary School. The worksheet rows and columns headings are marked 1, 2, 3, and A, B, C, ..... respectively.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>NAME</b>	<b>HRS WORKE D</b>	<b>PAY PER HOU R</b>	<b>BASI C PAY</b>	<b>ALLOWAN CES</b>	<b>GROS S PAY</b>	<b>TAX DED</b>	<b>NET PAY</b>
1	Korir F.	12	1500					
2	Atieno J.	28	650					
3	Mutiso P.	26	450					
4	Asha O.	30	900					
5	Ojwak Z.	18	350					

Using the following expressions to help the school by answering the questions that follow to make the school utilise the computer spreadsheet that it has recently installed to prepare employees payroll.

- Basic pay = hours worked \* pay per hour
- Allowances are allowed at 10% of the basic pay
- Gross pay = Basic pay + Allowances
- Tax deductions are calculated at 20% of gross pay
- Net pay = Gross pay – Tax deductions

Write the functions using cell references for the following cells:  
marks]

[5

- i) D 2
- ii) E 4
- iii) F 10
- iv) G 7
- v) H 5

**Question Two – 20 marks**

a) A worksheet contains the data shown below:

Cell	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>	C <sub>1</sub>	C <sub>2</sub>	C <sub>3</sub>	G <sub>1</sub>	G <sub>2</sub>
Entry	5	7	10	10	15	15	=sum if(A <sub>1</sub> :C <sub>3</sub> "<=10")	

- i. State the value displayed in G1. [3 marks]
- ii. Write the formular or function that can be used to display the highest vlue/entry from the range in cell G2.
- iii. Using the nested if control structure award a grade to the sum at cell G1 whereby:

70 – 100 – A  
50 – 70 – B  
<49 – C

[5 marks]

**QUESTION ONE**

Create a new workbook and name it as Students records and enter the following Table.

Name	Reg. No.	Department	Tuition Fee	Fee Paid	Fee Balance
Joe Kim	SIT/0004/07	Information Technology	130000	70000	
Zack Ileri	EDS/0010/07	Education Science	100000	55000	
Jedidah Chebet	PRD/0005/07	Production Engineering	140000	80000	
Roy Henry	COM/0012/07	Information Technology	130000	65000	
Joy Harriet	BCR/0003/07	Criminology & Social Work	100000	45000	
Vivien Mwangi	ECE/0020/07	Electrical Engineering	135000	95000	
Tom Onyango	BJM/0008/08	Journalism &	110000	25000	

		mass com			
--	--	----------	--	--	--

- b) Compute the students' fee balances
- c) Represent the student's fee balances in Bar chart, save it in sheet 2 and rename the sheet as Balances
- d) Summarize the data in the table above using the DEPARTMENT column. Save it in Sheet3.
- e) Find the Average fees paid

### QUESTION TWO

- i) Open a new workbook and call it PRACT 1. In it enter the following table in a sheet1.

NAME	GENDER	CSC 122	CSC 124	CSC 109	CSC 132	CSC 111
Jones	F	19	26	10	30	23
Anderson	M	30	23	33	10	30
Williams	M	21	30	21	10	25
Jeanson	F	30	12	9	11	24
George	M	28	9	16	19	26
Wilson	M	19	6	18	16	28
Smith	M	16	7	18	15	27
Betty	F	25	15	10	23	16
Gloria	F	26	16	13	01	25

- j) Using Functions get the total and average for each student
- k) Using appropriate titles calculate the average, maximum and minimum in each subject
- l) Insert a row above row 1 and insert the title EXAMS ANALYSIS 2010.
- m) Format all the numbers into 1 Decimal place
- n) Using the IF Function give the remark "GOOD WORK" if the average is greater than 26 otherwise "CAN DO BETTER".
- o) Using a function count all male students and put it in Cell A26.
- p) In the first column apply the following formatting: BOLD, ITALICS

### QUESTION THREE

Create the worksheet below and answer the questions that follow:

	A	B	C	D	E	F	G
1	<b>INCOME</b>						
		JULY	AUG	SEP	OCT	NOV	DEC
2	SALES	110000	990000	950000	880000	890000	910000
3	AFTER-SALE SERVICES						
4	<b>TOTAL INCOME</b>						
5							
6	<b>EXPENDITURE</b>						

7	RENT						
8	SALARIES						
9	RAW MATERIALS						
10	WATER & ELECTRICITY						
11	MISCELLANEOUS						
12	<b>TOTAL EXPENDITURE</b>						
13							
14	<b>GROSS PROFIT/LOSS</b>						
15							
16	TAX						
17	<b>NET PROFIT/LOSS</b>						

Enter the table above in a worksheet and compute where necessary using the following additional information:

- h) After-Sale services is 60% of the total Sales
  - i) Rent is 11% of Sales
  - j) Salaries is 12% of Sales
  - k) Raw Materials is 20% of Sales
  - l) Water and Electricity is 10% of Sales
  - m) Miscellaneous is 4% of Sales
  - n) TAX is 6% of the Gross Profit/Loss
- h) Using a Pie chart, compare the monthly **Net Profit/Loss**
- i) Using a Column Chart, Compare the monthly **Total Expenditure**

**TASK ONE**

Open a new sheet and name it My Basic Calculations Enter the following data and perform calculations as required;

	A	B	C
1	400000	50000	
2	8378	900	
3	2000000	800	
4	6000000	4300	
5	8200		

N/B: All your answers should appear in column C

- a. Add up the figure in cell A1 and B1
- b. Multiply the figure in cell A2 with that in B2
- c. Divide the figure in cell A3 with the one in B3
- d. Subtract the figure in cell B4 from that in cell A4
- e. Find 12% of the figure in cell A5

**TASK TWO**

Name sheet one as MY PRACTICE ONE and enter the following data.

<b>TRATORIA RESTAURANT</b>	
[Type text]	Page 5

**WEEKLY SALES SHEET**

ITEM	BREAKFAST	LUNCH	DINNER
MONDAY	20000	40000	30000
TUESDAY	14000	36000	20000
WEDNESDAY	20000	50000	49000
THURSDAY	20000	45000	48000
FRIDAY	30000	38000	26000
SATURDAY	34000	29000	50000

Carry out the following tasks;

- a. Autosum the figures for the breakfast, lunch and dinner.
- b. Format the figures into Currency Kshs.
- c. Increase decimal places for dinner to four decimal places
- d. Autoformat the range
- e. Change the title of the sheet to colour blue size 16
- f. Merge and center the titles as per this revision scheme
- g. Insert a row to separate the title from the figures
- h. Save your work in your personal diskette.

**TASK THREE**

Open a new worksheet and name it **Sales analysis** Enter the following information and perform the tasks that follow;

NAME	ITEM OF SALE	UNITS SOLD	SALARY
Almond	Scanners	30	20000
Julius	Printers	20	25000
Patrick	Laminators	50	30000
Agiee	Computers	10	40000
Cleopas	Digital Cameras	20	12000
Philemon	Headphones	300	23000

- a. Adjust the column width to fit all the data using best-fit
- b. Sort the names in ascending order
- c. Format the salary into currency having four decimal places
- d. Center align the units sold
- e. Draw a simple chart showing the salaries paid to the sales agents
- f. Autosum the salary and units sold columns
- g. Print preview your work to see how it will appear when printed

**TASK FOUR**

Insert a new worksheet and name it IT Department  
Type the following data and perform the tasks that follow

NAME	WINDOWS	WORD	EXCEL	P.POINT	ACCESS
------	---------	------	-------	---------	--------

Rachel	85	56	92	85	56
Alfalfa	78	85	78	74	96
Solomon	85	96	58	85	58
Mohamed	96	54	63	96	45
Khalifa	54	74	45	65	75
Njoroge	78	58	85	89	82
Khalifa	45	64	47	56	54
Ephantus	65	87	85	93	63
Dorcas	85	36	56	23	58
Francis	65	65	96	58	45

Required;

- A line chart comparing the performance in all the packages
- An area chart displaying performance students performance in windows
- A bar chart showing the performance in Word
- A Pie chart showing the performance in Excel
- A pyramid chart showing performance in P.point
- A bubble chart showing the performance in Access
- Find the total scores for each student
- Find the average score in each Package
- Find the least scores in each Package
- Find the highest scores in each Package
- Click the save command to save the changes to your Workbook

#### **TASK FIVE**

Alihamsin enterprises has been in operation for the last five years, the following information show their financial performance. Enter the data and perform the computations as required.

YEAR	SALES	COST OF SALES	GROSS PROFIT	EXPENSES	NETPROFIT
1998	2000000	1800000		120000	
1999	3000000	2600000		300000	
2000	3500000	2800000		320000	
2001	4000000	3600000		380000	
2002	4200000	3400000		400000	

Required;

- Gross Profit = Sales – Cost of Sales
- Net Profit = Gross profit – Expenses
- Convert your figure in to Kshs (Currency)
- Insert a row above the titles labels and type FAIDA NONO ENTERPRISES in cell A1
- Center align the label in cell A1 across range A1:F1
- Change the title to size 14 colour blue
- Center align the years





Further instructions:

a.) House allowance = 15% of Basic pay

b.) Transport Allowance = Basic pay + 2,500

c.) Bonus is awarded at the rate of Ksh. 3,000 to those earning Ksh. 10,000 and above and 1,500 to those earning less than Ksh. 10,000.

d.) Gross pay = Basic Pay + Hse All + Transport All + Bonus  
e.) NHIF is deducted at the rate of 120 to all the employees  
f.) NSSF is deducted at the rate of 200 from each employee  
g.) Net Pay = Gross pay – NHIF – NSSF

h.) Calculate the Total for each column in row

14 i.) Format the figures to currency (Ksh).

j.) Apply beautiful formatting to your Worksheet

Save your practical...

### **COMPUTER SCIENCE DEPARTMENT**

### **CSC 109 PRACTICAL -WORD PROCESSING PRACTICAL SEM II 2015/2016**

Create the following document below using word processor and save as **Word Features**  
**Insert a footer with a list of registration numbers of the group members, interest the text CSC 109 as headers**

A

### About master documents

[Master document](#) contains [links](#) to a set of related subdocuments. Use a master document to organize and maintain a long document by

### About headers and footers

Headers<sup>1</sup> and footers are areas in the top and bottom [margins](#) of each by clicking **Header and Footer** on the **View** menu.

Add margins for binding. Use a gutter margin to add extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding.

Name and password that you type into the **Data**

C

**Connection Wizard** when defining a connection to that data source.

## Header & Footer



1. Using your Word processing knowledge, produce the document below and save it as *directory* in my documents

### GENERAL

The **Official Yellow Pages** are published by **Kenya Postel Directories Ltd**, which is a registered company in Kenya. The name “**Yellow Pages**”, the “**Walking fingers**” logo, and this directory are registered by Kenya Postel Directories Ltd.

This directory is published every year in the month of December. Customers are advised that the  
*Telephone Sales, Telkom Kenya*

### **Entries in the Directory**

One free entry in respect to the name, Physical address, and telephone numbers will be made for every Business Customer. Residential customers will be listed with their names and telephone numbers. Other entries may be made on payment of the relevant fees.

For more details please contact  
**Marketing Department, Kenya Postel Directories Ltd**  
**Telephone 226263 Fax 213526**

Email: [infor@yellowpageskenya.com](mailto:infor@yellowpageskenya.com) Website: <http://www.yellowpageskenya.com>

No:	Application Name	Duration (Hrs)
1.	Introduction to computer & Operating System	20
2.	Word Processing with Microsoft Word	20
3.	Spreadsheet with Microsoft Excel	20
4.	Database Management with Microsoft Access	20
5.	Presentation with PowerPoint	20
6.	Internet and E-Mail	20
7.	Desktop Publishing	20
8.	Statistical Analysis with SPSS	20
9.	Project management with Ms. Project	30
10.	Photoshop	20
11.	Corel Draw	20

4. Create the document below and save it as *agricchemicals ltd* in your local disk c

# Eastern control and agri chemicals LTD

Specialists in termites, pre-site treatment cockroaches, Bats, Rodents, Woodworm Fumigation services for grain storage.

## 26 Years' experience guaranteed service

- ✓ **Nomu 1** paste for moles
  - ✓ **Nomite ANT KILLER** for termite or white ants
  - ✓ **Nobat** for bats, Bkack quick cat for rats
  - ✓ **NOMITE WOOD** preservative for timber treatment
1. Using your Ms Word knowledge, produce the document below and save it as *directory* in your floppy diskette. 20 mks

## ABOUT THE DIRECTORY

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This directory is published every year in the month of December. Customers are advised that the particulars may be incorrect at the time they receive the directory, due to the ever changing nature of customers contact details. KENYA POSTEL DIRECTORIES LTD and / or TELKOM KENYA LIMITED will not be held liable for the consequences of any advertisement publication or listing in so far as the same affect the rights of the advertiser or any third party.

All entries relating to change of customer contact details should be addressed to the

**Telephone Sales, Telkom Kenya**

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For more details please contact

**Marketing Department, Kenya Postel Directories Ltd**

**Telephone 226263 Fax 213526**

Email: [infor@yellowpageskenya.com](mailto:infor@yellowpageskenya.com) Website: <http://www.yellowpageskenya.com>

2. Create the document below and save it as *agricchemicals ltd* in your floppy diskette. 10 mks

# Eastern control and agri chemicals LTD

Specialists in termites, pre-site treatment cockroaches, Bats, Rodents, Woodworm  
Fumigation services for grain storage.

## 26 Years' experience guaranteed service

- ✓ **Nomu 1** paste for moles
- ✓ **Nomite ANT KILLER** for termite or white ants
- ✓ **Nobat** for bats, Bkack quick cat for rats
- ✓ **NOMITE WOOD** preservative for timber treatment

*Answer to all your pests. We use good and friendly products to the environment  
Oduorless, modern methods.*

3. You are the secretary to the Excel supplies ltd. The managing director has asked you to write letters to the EIGHT company shareholders inviting them to an annual general meeting to be held on 10th June 2007, as from 9.00 A.m. in the company's boardroom. Two days accommodation will be catered for.

Using your own arbitrary names and addresses, produce the above letters using Mail merge in Ms word.

1. You are the secretary to the Excel supplies ltd. The managing director has asked you to write letters to five company shareholders inviting them to an annual general meeting to be held on 10th April 2011, as from 10.00 A.m. in the company's boardroom. Two days accommodation will be catered for. Using your own arbitrary names and addresses, produce the above letters using Mail merge in Ms Word.

## **EXERCISE**

### **TASK ONE**

Using the skills you have acquired in the course of studying Microsoft word, type the following passage and perform the tasks that follow;N/B: You are free to consult the Instruct where necessary.

#### THE GENIUS OF TEMPTATION

We are never out of the reach of temptation. Both at home and abroad we are liable to meet with allurements to evil; the morning opens with peril, and the shades of evening find us still in jeopardy. They are well kept whom God keeps, but woe unto those who go forth into the world, or even dare to walk their own house unarmed. Those who think themselves secure are more exposed to danger than any others. The armour-bearer of Sin is Self-confidence.

David should have been engaged in fighting the Lord's battles, instead of which he tarried at

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Jerusalem, and gave himself up to luxurious repose, for he arose from his bed at eventide. Idleness and luxury are the devil's jackals, and find him abundant prey. In stagnant waters noxious creatures swarm, and neglected soil soon yields a dense tangle of weeds and briars. Oh for the constraining love of Jesus to keep us active and useful! When I see the King of Israel sluggishly leaving his couch at the close of the day, and falling at once into temptation, let me take warning, and set holy watchfulness to guard the door. Is it possible that the king had mounted his housetop for retirement and devotion? If so, what a caution is given us to count no place, however secret, a sanctuary from sin! While our hearts are so like a tinder-box, and sparks so plentiful, we had need use all diligence in all places to prevent a blaze. Satan can climb housetops, and enter closets, and even if we could shut out that foul fiend, our own corruptions are enough to work our ruin unless grace prevent. Reader, beware of evening temptations. Be not secure. The sun is down but sin is up. We need a watchman for the night as well as a guardian for the day. O blessed Spirit, keep us from all evil this night. Amen.

**Required:**

- a. Center align the title and format it to bold, colour green, size 16, double underlined and font type to Bookman Old Style.
- b. Create a text boarder around the title.
- c. Apply a drop-cap to “W” in the first paragraph
- d. Spell-check your document appropriately.
- e. Set the automatic save feature to 2 Min.
  - c) Protect your document with a password to open reading HUNIWEZI
  - d) Change the body text to italicized, size 12 and Comic Sans MS font type.
  - e) Using Ctrl + A select the whole document, cut it and paste it four times.
  - f) Change your document to a four column document having a line running between the columns.
  - g) Change the page size to A4 and top margin to 2 cm, Bottom margin to 2 cm, left margin to 3 cm and right margin to 2 cm.
  - h) Using the thesaurus feature, replace the following words with their appropriate synonyms;
    - a. peril
    - b. repose
    - c. stagnant
    - d. noxious
- xii) Attach a comment to David reading “He was the second king in Israel, who took over leadership after Saul disobeyed God”
- xiii) Attach an endnote to the word sin reading “Sin is anything that is against Gods will”

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xiv) Using the word count tool, check the statistics of your document and record your finding in your notes book.

xv) Save your work as "**Temptations**"

### *TASK TWO*

You have been invited to make a contribution to a new magazine on teenage life which is to be launched very soon. Type down the following article and perform the tasks as required.

#### ALCOHOLISM

Alcoholism amongst the youth is not a secret because it happens in schools, at homes and even in the so-called „baze“. But just a thought! It seems this alcoholism is as tragic as HIV/Aids. Did you know that the aftermath of drinking alcohol is death? Then why dice with death?

Alcohol destroys an individual, families and sometimes even the country, which may lag behind in economic development because its citizens are always drunk and do not work! Do not wish!

So, my fellow energetic youth, be honest with yourself and acknowledge what you can change. Listen to your heart and follow it. Abide by the popular positive message, „NIMECHILL“ on alcohol too. “Chill” not only from teenage sex but also from alcohol.

#### **Required:**

- i) Format the heading to the following specification, Size 18, Bold, Underlined and colour red.
- ii) Format the body text to colour blue, size 14, italicized and font type to Comic Sans MS
- iii) Spell-check your article appropriately.
- iv) Apply a drop cap to the “A” in your first paragraph.
- v) Change the case of your title to title case.
- vi) Apply a light blue dotted shading to the title
- vii) Using the find and replace feature, replace the word “dice” with “gumble”
- viii) Save your work in your Class-work diskette as “**Article to Matinii’s Magazine**”

### *TASK THREE*

Assume that you are the secretary of Mapambano women group which is a self help group comprising of ten members. The sole purpose of the group is to raise the financial position of it’s members and improve their living standards. Recently, the treasurer received a donation of Kshs. 100,000 from the Embassy of Japan, she has requested you to send the following letter to each member informing them of an urgent meeting. Save the letters as “**Members Meeting**” in your class work diskette. Using the Mailmerge tool, type down the letter and merge it to the addresses of the following members;

FIRST NAME	LAST NAME	ADDRESS 1	CITY	POSTAL CODE
JOSEPHINE	ATIENO	P.O. BOX 8565	NAIROBI	00300
PAULINE	MUNGE	P.O. BOX 837	MAUA	00434
PHOEBE	ANYANGO	P.O. BOX 565	KISUMU	00345
PENINAH	WANGUI	P.O. BOX 6566	NYERI	00473
JANNET	OWAYO	P.O. BOX 7887	KISUMU	00673
LILIAN	ASUMPTA	P.O. BOX 5658	NAIROBI	00340
ELIZABETH	HAFESA	P.O. BOX 0907	KAKAMEGA	00375
MILLICENT	NYAMWEA	P.O. BOX 7890	KISII	00358
PHILOMENA	AKINYI	P.O. BOX 43466	KISUMU	00895
ANNE	SHIUNDU	P.O. BOX 5655	KAKAMEGA	00464

MAPAMBANO WOMEN GROUP, P.O. BOX 9838

NAIROBI 00302

23 January, 2014

Dear Madam;

**RE: MEMBERS MEETING**

First and foremost I am grateful for your continued support and commitment to our self help group. Your personal sacrifice in terms of time, energy and finances has positively helped to keep the group on a firm foundation.

Secondly the treasurer had highlighted to the members in the last meeting that she had applied for a grant to the Embassy of Japan, their response was positive since we manage to receive a donation of Kshs. 100,000. They made it clear that this was just but a start, their promised to channel more funds after undertaking a feasibility study of the project which we have deemed to undertake.

In response to this, all members are kindly requested to meet at our offices on 2<sup>nd</sup> July, 2005. The meeting will kickoff at exactly 2:00 PM, The main agendas of the meeting will include the following;

- Budget for the period July 2005 to Dec 2005
- Review of the electrification project
- Revision of section 21 (a) of our constitution
- Visit of officials from the Japan Embassy
- A.O.B. (Any Other Business)

Those who had obtained the school fees loan should remit the agreed payments, this will enable us to issue fee loans to any other needy members. All the members to arrive in good time and be ready with the materials necessary for the agendas of this specific meeting.

Yours faithfully,

---



Phoebe Muchelule  
*SECRETARY*

1. Using your Ms Word knowledge, create a report in word processing on COMPUTER LABS STATUS in computer science department. Your report should have reasonable number of pages, your report must contain table of content, insert your name as footer and your reg no as header, and include a cover page in your report to show the name of your lecturer for this case MR Wariaro, in your report include all other word processing features. Submit your work via e-mail address. (10 mks)
2. You are the secretary to the Excel supplies ltd. The managing director has asked you to write letters to the EIGHT company shareholders inviting them to an annual general meeting to be held on 10th April 2011, as from 10.00 A.m. in the company's boardroom. Two days accommodation will be catered for.  
Using your own arbitrary names and addresses, produce the above letters using Mail merge in Ms Word. (10 mks)

### **DATABASE PRACTICALS**

#### **QUESTION 1.**

- a) You work with Landmark Supplies as an IT Consultant. The manager has given you the following details about the customers. Create a database to accommodate the details and give it an appropriate name
- b) Design the following tables with the appropriate field properties and names.  
(Do not enter the data yet)

#### **CUSTOMER DETAILS TABLE**

<b>CustName</b>	<b>CustId</b>	<b>CustAddress</b>	<b>CustTel</b>
Ben Kimani	1	6456 Nbi	0735764532
Linner Serem	2	6342 Nyeri	0721345690
Roy Hopkins	3	8935 Ksm	0720674532
Harriet Slim Patel	4	5463 Msa	0733564321
Ahmed Yusuf	5	8345 Kco	05243765

#### **SUPPLY DETAILS TABLE**

<b>CustId</b>	<b>ItemName</b>	<b>ItemNo</b>	<b>SupplyDate</b>	<b>ItemQty</b>
1	Fridges	10	2/6/2006	50
2	Laptops	12	5/6/2006	80
3	Televisions	15	7/6/2006	150
4	Gas Cookers	17	3/6/2006	200
5	Radios	19	10/6/2006	60



- c) Create a relationship between the two tables above. 2 mks
- d) Create a single form (Main with sub-form) from the tables above and enter the details 5mks
- e) Create a query which will display the CustId, CustName, ItemName and ItemQty 2 mks
- f) Create a report based on question (e) above 2mks

## QUESTION 2

- a) Create a new database named **MMUST**
- b) In it create the following table and save it as **STUDENTS** Details after assigning a primary key

### STUDENTS DETAILS

RNo	Student Name	Age	Course	Address	Phone	Town
1	Joe Smith	34	COMPUTER	5647	07215653	Nairobi
2	Kamlesh Patel	25	CIVIL	786	07204532	Kericho
3	Norah Irungu	45	CIVIL	234	07256545	Kajiado
4	Maggie Machua	15	ELECTRICAL	678	0206543	Nairobi
5	Kibet Henry	26	COMPUTER	654	07234543	Nakuru
6	Harriet	37	CIVIL	987	05267543	Kakamega
7	Becky Atieno	28	CIVIL	453	564326	Kisumu
8	Geofrey	31	COMPUTER	221	112	Kisumu
9	Mary	22	COMPUTER	453	123214	Nakuru
10	John	35	COMPUTER	1245	142536	Kakamega
11	Harriet	25	CIVIL	1425	5654	Kisumu

### FEES PAYMENTS DETAILS

RNo	Required fee	Payments made			
		INST1	INST2	INST3	INST4
1	150000	2000	5000	2500	3400
2	180000	25000	26550	50050	2500
3	180000	45200	3000	30000	4500
4	180000	15109	40254	25000	1500
5	150000	26000	5000	9025	2600
6	180000	37155	600	10500	3700
7	180000	2800	7588	11200	2800
8	150000	3100	8000	3000	3100
9	150000	2200	950	56000	2200
10	150000	3500	10000	2500	3500
11	180000	25500	11000	3000	2500

- c) Create the following queries:
- a) A query that will pick the following attributes: RNO and AGE. Save it as AGES

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- b) Show details of all students whose age is greater than 30.  
Save it as THIRTIES.
  - d) A query that will show students from KISUMU or NAKURU
  - e) A query that will add all INSTALLMENTS to a new column called TOTAL.
  - f) A query that will find all the balances. Call it ANALYSIS
  - g) Create a query showing students whose balances exceeds 100000. call it HIGH.

### **POWER POINT**

### **PRACTICAL EXERCISE**

Create a presentation on the Ten Commandments and apply different formatting styles to the presentation. N/B You can get necessary materials from the Internet.

### **EXERCISE 2**

**Task 1:** The government of Kenya is currently looking forward to introduction of computers to primary school children in the near future. Using your PowerPoint skills create a **10 slide** summarized presentation based on the following article entitled “**Children and Computer Technology**”;

- a. Add images to the presentation
- b. Apply animation and transition to the slides
- c. Use an appealing design on your slides

### **Advantages of computers for young children?**

Computers help children to be in control of their experience, to set their own pace, and to select the level of challenge with which they feel comfortable. Computers help children to use all of their senses to extract information. Computers fascinate kids and can draw their full attention, which often results in a deeper focus and concentration.

Computers enable children to learn through creating, just as they gain hands-on knowledge and understanding when they build forts, make up stories, and paint, increase their skills. As they master computers, children build positive attitudes toward technology that will pay dividends for the rest of their lives.

### **Computers benefit the development of fundamental skills...**

Good educational software enables children to develop and practice a broad range skills. It can help them learn, for example, about letters, numbers, shapes, colors, and rhythm. Good software can also help children develop their understanding of cause and effect, higher order problem solving, procedural thinking, and creative expression. Today, the wide range of multimedia available for kids in India is really amazing.

**Emotional skills:** By using a computer children develop self-confidence and self-esteem as they master computer skills and use the computer to make things happen. This also gives them a reason to smile!

**Social skills:** In the classroom setting or in the home when their friends or parents are available, children often prefer working with one or two partners over working alone, which leads to the development of social skills.

### **Computers benefit children with special needs...**

Computers have proven extremely beneficial to kids with certain speech, audio, and motor limitations. Kids with special needs can use alternative input and output devices (assistive technologies) to interact with computers and do things that they normally could not accomplish independently. They benefit especially from having access to an on-demand, patient tutor that allows them to work at their own pace. What they achieve through using a computer enhances

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their self-esteem and provides them with a greater sense of control and engagement with the world. The internet provides them with the best of knowledge for their treatments and they can be in touch with doctors or friends through the internet, in India or Abroad. Also, the internet can later help them earn their means of livelihood. Save your practical

### **PRACTICAL EXERCISE 3**

Create the first ten slides on **PRESENTATION 1** and use observe them through this views,

- i.) Note page view
- ii.) Slide sorter view
- iii.) Normal view
- iv.) Slide show view

### **PRACTICAL EXERCISE 4**

Create the first 12 slides on **PRESENTATION 1** Add an appropriate chart in slide one, four, six, eight,

- i.) ten and twelve
- ii.) Animate the slides with the necessary entrance, emphasis exit, and motion paths
- iii.) Apply automatic slide transition to the slides so they play one at a time in a smooth continuous motion

### **PRACTICE EXERCISE 5**

- i.) Create at least 10 presentations, and insert at least 10 different types of charts
- ii.) Format the charts into beautiful colors and fonts
- iii.) Format the data in the charts and see what happens

### **PRACTICE EXERCISE 6**

- i.) Create slide one to fifteen
- ii.) Add a speaker note to your slides each having the name of the person who wrote the quote
- iii.) Apply a footer saying; these are wise sayings
- iv.) Go to slide show view and move through your presentation
- v.) Try using a blue pen to highlight the quote in the show

### **PRACTICAL EXERCISE 7**

- i.) Using the power point drawing tool create **PRESENTATION 2**
- ii.) Color the presentation
- iii.) Animate the presentation so that the different parts of the presentation move individually
- iv.) Apply a 3D effect to your picture
- v.) Group your presentation
- vi. Animate the “smoking kills” text

### **PRACTICAL EXERCISE 8**

- i.) Create a word art in word then export it to PowerPoint
- ii.) Import a clip art to PowerPoint