GATITU SEC.SCHOOL

COMPUTER STUDIES FORM2 | PAPER TWO - TERM THREE | ENDTERM EXAMS-Practical PP2

NAME..... ADM.....FORM.....DATE.....

1. Create a new workbook and name it as **form 2 computer exams**. **(1mk)**

a. Enter the following data **(20mks)**

Name	Class	Adm. No	CAT1	CAT2	CAT3	TOTAL	AVERAGE	LAST POSITION	REMARKS
Maina John	E	7984	80	70	59				
Benard K.	W	7896	75	55	72				
John Soi	E	8092	86	59	75				
Kipsang Bett	E	7460	80	79	70				
Mitei E.	W	7892	76	75	80				
Mark J.	W	7800	38	48	25				
Koech Ben	E	8490	37	51	29				
James W.	W	8184	30	86	75				
Abuya Ken	E	8082	25	27	20				
Leonard B.	E	8083	30	25	25				
Ken Korir	W	8047	39	24	25				

b. Rename the sheet as Term one results **(1mk)**

c. Find: **(2mks)**

1. Totals
2. Average

d. Use the IF function to award marks as follows: **(3mks)**

- A student whose average is above or equal 65 is given "excellent"
- An average of 55 or above but less than 65 award "average work"
- An average less than 55 award "work below average"

e.

1. Award position to student basing on the average scored **(3mks)**

2. On the last rows enter formula to count students from both classes **(2mks)**

f. Sort the students list by class position in ascending order **(2mks)**

g.

1. Copy the entire worksheet onto sheet 2 and rename it "lower group" **(2mks)**
2. Filter "lower group" sheet to display students from "E" class and whose average score is below 50. **(4mks)**
3. Draw a bar graph to display the following information **(5mks)**
   - The three CAT exams
   - Names
   - Title as **"term one computer results"**
     1. Place the legend at the bottom of the graph **(1mk)**
     2. Save the chart on a new sheet and name it graphical analysis **(1mk)**

h. Print:

1. The filtered lower group **(1mk)**
2. The chart **(1mk)**
3. Term one results sheet **(1mk)**

2. Create a database called **accounts** with a table fees that has the following fields

Field	Data type	Field length
Student admission	……..	5
FirstName	……..	20
LastName	……..	20
Class	……..	2
TotalFees	……..	No decimal place
AmountPaid	……..	No decimal place

a) Assign each field to the appropriate data type and length as shown in the table **(10mks)**

b) Create a calculated query to find the balance for the school fees **(5mks)**

c) Create a form from the **accounts** table and append 10 records **(10mks)**

d) Generate a report to display the appended records **(5mks)**

