

**451/2**  
**PAPER 2**  
**Question One**

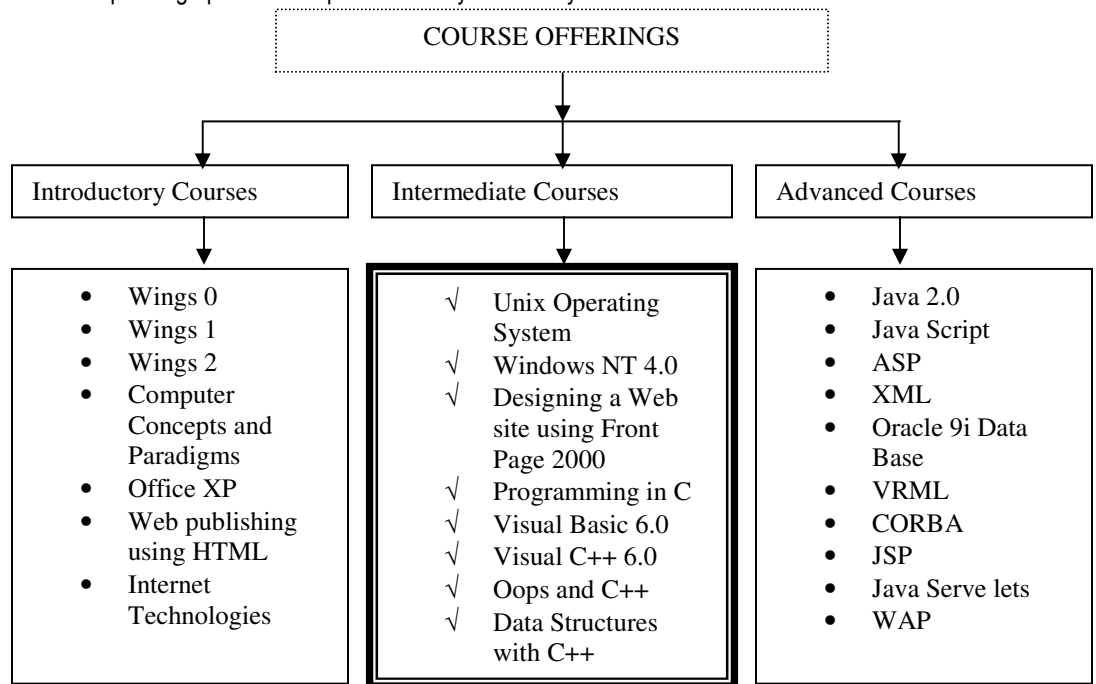
Use Ms Word to prepare the following document:

**(8 Mks) \*BND\***

**16. Course Offerings**

**16.1 Off-The-Shelf Contents For Classroom Training**

The following is the partial list of courses, which could be made available by Tata Infotech. However, Tata Infotech shall propose & finalize course offerings depending upon the actual requirements. Tata Infotech would also provide upgrades and new courses to keep pace with the latest industry trends. In addition, Tata Infotech may design, develop and offer specific customized courses depending upon local requirements in your country.



The outline of IT and Business Skill Titles is given below.

Information Technology				
Software Development	OS & Server Tech.	Internet & Network Tech.	Enterprise Data systems	Web Design
Software Development Principles	OS & Server Fundamentals	Cisco	Database Design Principles	Site Design Principles & Tools
Software Development Tools	Microsoft Windows	Internetworking	Oracle Database Systems	Macromedia Design Tools
Generic Languages	Unix & Mainframes			
Certifications				
MCAD	MCSA	CCNA/P	OCA	Macromedia
CLS	A+	CCIE		
CLP	Server+	iNET+		
JCert	Linux+	Network+		
	LPI	CIW		
	CSA	SANS GIAC		

a) Save the file as **A:\Courses.doc**

**(2 Mks) \*BND\***

b) Give the entire document “**Arial**” font, size **10**.

**(2 Mks) \*BND\***

- c) Adjust your page so that the entire document fits on **one page** (3 Mks) \*BND\*
- d) **Group** all the objects in the diagram to make it one (3 Mks) \*BND\*
- e) Remove the row containing “LPI” and “CIW” and add a row above that of “CLS”, “A+”... (2 Mks) \*BND\*
- f) Sort the table data as follows: (2 Mks) \*BND\*
  - i.) Section below Information technology **ascending**
  - ii.) Section below Certifications **descending**
- g) **Print** a copy of the document (3 Mks) \*BND\*

**Question Two**

- a) Prepare the following spreadsheet and save it as **A:\Budget.xls** (6 Mks) \*BND\*

	A	B	C	D	E	F
1	<b>Serial</b>	<b>Item</b>	<b>Category</b>	<b>Buying</b>	<b>Selling</b>	
2	01	Sukumawiki	D	3,000.00	3,900.00	
3	02	Tomatoes	C	3,706.00	4,817.80	
4	03	Onion	D	5,220.00	2,886.00	
5	04	Milk	A	3,100.00	4,030.00	
6	05	Potatoe	A	4,900.00	6,370.00	
7	06	Bread	B	12,800.00	12,818.00	
8	07	Matchbox	D	4,356.00	3,062.80	
9	08	Margarine	C	8,745.00	11,368.50	
10	09	Jam	F	2,346.00	3,049.80	
11	10	Cooking Oil	G	4,004.00	5,205.20	
12		Total				
13						
14						

- b) Copy all the data above to sheet 2 and sheet 3 of your workbook (2 Mks) \*BND\*
- c) Rename sheet 1 to “**original**”; sheet 2 to “**filters**” and sheet 3 to “**subtotals**” (3 Mks) \*BND\*
- d) Using formulas on “**original**”, calculate in the appropriate cells, the amounts spent on **buying** all the items and the money obtained from the **sales** (2 Mks) \*BND\*
- e) Include a column named **comment** and use the **IF function** to fill it with either the word “**Profit**”, “**Flat**” or “**Loss**” depending on whether the item fetched a profit, was sold at the same rate (as buying) or a loss was incurred. (5 Mks) \*BND\*
- f) On the “**Filters**” sheet, filter the data so that only those items of **category D** that fetched profits are displayed (3 Mks) \*BND\*
- g) On the “**Subtotals**” sheet, generate **subtotals** as follows: (4 Mks) \*BND\*

Serial	Item	Category	Buying	Selling	
04	Milk	A	3,100.00	4,030.00	Profit
05	Potatoe	A	4,900.00	6,370.00	Profit
		<b>A Total</b>	8,000.00	10,400.00	
06	Bread	B	12,800.00	12,818.00	Profit
		<b>B Total</b>	12,800.00	12,818.00	
02	Tomatoes	C	3,706.00	4,817.80	Profit
08	Margarine	C	8,745.00	11,368.50	Profit
		<b>C Total</b>	12,451.00	16,186.30	
01	Sukumawiki	D	3,000.00	3,900.00	Profit
03	Onion	D	5,220.00	2,886.00	Loss
07	Matchbox	D	4,356.00	3,062.80	Loss
		<b>D Total</b>	12,576.00	9,848.80	
09	Jam	F	2,346.00	3,049.80	Profit
		<b>F Total</b>	2,346.00	3,049.80	
10	Cooking Oil	G	4,004.00	5,205.20	Profit
		<b>G Total</b>	4,004.00	5,205.20	
	Total		100,350.00	109,811.00	
		<b>Grand Tot</b>	152,527.00	167,319.10	

### Question Three

Use the following information to answer the questions that follow

Student Name	Date of birth	Fee balance	Admin No.	Address
1. Betty Tet	12/7/1981	2,000/=	3098	198 Maseno
2. Calmax Omondi	31/1/1981	1,000/=	2093	230 Kisumu
3. Ben Bellah	11/9/1978	10,000/=	5467	76 Nairobi
4. John Kennedy	3/8/1960	5,000/=	9054	54 KK
5. Brian McKnight	4/7/1950	7,000/=	9087	904 Msa
6. Steve Bico	9/2/1999	15,000/=	9827	811 Kisii
7. Dave Michael	5/9/1990	11,000/=	6230	943 Luanda
8. George Williams	2/8/2000	6,000/=	6540	985 Bung

- Create a database called **ADMISSIONS** and within it prepare a table called **STUDENTS** containing the above information **(5 Mks) \*BND\***
- In your table under the field of **fee balance** sort your data in **descending** order **(1 Mk) \*BND\***
- Create a query from your table and carryout the following;
  - Set a criteria to show students with fee balance **less than 10,000/=** **(2 Mks) \*BND\***
  - Set a criteria to show students **names** starting with **letter B** **(2 Mks) \*BND\***
- Create a form called **RECORDS** that shows all fields from the above table **(1 Mk) \*BND\***
- Modify the form so that:
  - it doesn't display the records navigation buttons **(2 Mks) \*BND\***

- (ii) it includes a command button allows you to move to the next record and another button (at bottom left) that allows you to scroll to the previous record. **(2 Mks) \*BND\***
- (b) Prepare another table called **PARENTS** that contains the fields below. Have a maximum of five records **(2 Mks) \*BND\***
- (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 **(2 Mks) \*BND\***
- (d) Create a report that shows a summary of the data from the **STUDENT** table. Supply an appropriate heading for report and make it landscape **(2 Mks) \*BND\***