451/2
COMPUTER STUDIES (PRACTICAL)

1. a) Award marks as indicated
   - Adding text box (text keeping things simple)   2 Mks*NDI*
   - Title centered and in a rectangle   2 mks*NDI*
   - Font times new roman and size 12   2 mks*NDI*
   - Drop caps put appropriately   3 mks*NDI*
   - Putting 3 columns in paragraph one   3 mks*NDI*
   - Putting lines between columns   2 mks*NDI*
   - Putting the passage in four paragraphs   1 mk*NDI*
   - Spell checking   2 mks*NDI*
   - Saving work as ms word 1   2 mks*NDI*
   - Correct punctuation   1 mk*NDI*

b) (i) Replacing the word business with company (with matched case) using find and replace
       command or overwrite -   less 1 mk*NDI*
   (ii) Bold and underline small company server   2 mks*NDI*
   (iii) Saving it as Ms word 2   2mks*NDI*

c) (i) Creating a paragraph starting from "using small company server" 4 mks*NDI*
   (ii) Indenting the paragraph with left margin   4 mks*NDI*
   (iii) Saving the document Ms word 3   2 mks*NDI*

d) (i) Moving first paragraph to become last paragraph in Ms word 3   4mks*NDI*
   (ii) changing the document orientation to landscape   4mks*NDI*
   (iii) Saving the document as Ms word 4   2mks*NDI*

e. Printing Ms Word 1, Ms Word 2, Ms Word 3 And Ms Word 4   4 mks*NDI*

Q 2

a)   - Design spreadsheet with correct figures   10 mks*NDI*
      - renaming the work sheet as AUDIT   3 mks*NDI*
      - merging cells for the heading   3 mks*NDI*
      - making bold the heading and the terms ITEM,BUDGET, AND SAVINGS4 mks*NDI*

b) Inserting the figures correctly and inserting the column ACTUAL   5 mks*NDI*

c) Correct calculation with correct formular   3 mks*NDI*

d) Count IF (B4: B10, "> 10,000") correctly put the result in A 12 and indicate this formula5 mks*NDI*

e) Merging cells A 12, B 12, C12, and D 12   2 mks*NDI*

f) Adding SAVINGS % in column E and calculating as savings % of budget
       RENT = D5   * 100%   5 MKS*NDI*
                B4

g. Sheet title put to comic sans black in colour and size 16   1 mk*NDI*

h. Footer put as name of student, left side of work sheet   (1mk) *NDI*

i. Format figures to KES, comma separator and 2 decimal places   (3 mks*NDI*

j. Creating a line graph – BUDGET/SAVINGS chart on its own sheet   (3mks) *NDI*

k. Saving changes as Budget in floppy disk   2 mks*NDI*

l. Printing ACTUAL BUDGET and Graph   2 mks*NDI*

23. (i) A ward 3 mks for creating the data base with the following name:- COMPCOURSE 3mks*NDI*
    (ii) Creating the two tables with appropriate fields selecting the primary key as automatic*NDI*

Table 1 fields*NDI*
   - Student Name✓1
   - Course code✓1
   - Course name✓1
   - Fees   ✓1   10 mks as follows*NDI*

Table 2
Course code, ✓1 duration ✓1 Instructor✓1
   - naming tables   3 mks*NDI*
(iii) Suitable relationship – course code   2 mks*NDI*

(iv) Creating ✓2 and saving✓ 2 a querry called DISCOUNT
                new fees = $\frac{10}{100}$ * fees ✓
                                                                    6mks *NDI*
(v) Creating✓2 and naming✓2 a query called list✓2 with appropriate fields as COURSE CODE
        AND   INSTRUCTOR:- only those taking Ms Excel and Ms Access✓ 4 *NDI*
(vi) Sorting the query list using Course Name in ascending order ✓   4 mks *NDI*
vii)   creating and naming a report ✓   4 mks *NDI*
          saving report ✓   2 mks *NDI*
          Grouping by course code✓   1 mk *NDI*
(viii) Printing DISCOUNT, LIST and NEW