451/2
COMPUTER STUDIES
PAPER 2
PRACTICAL
JULY / AUGUST 2007
TIME 2 ½ HOURS.

BOMET DISTRICT MOCK EXAMINATION
Kenya Certificate of Secondary Education 2007

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COMPUTER STUDIES
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INSTRUCTIONS TO CANDIDATES

- *Type your name and index number at the top right hand corner of each printout.*
- ***Write your name and index number on the diskette.*** .
- *Answer **any two** questions.*
- *All questions carry equal marks.*
- *All answers must be saved in your diskette.*
- *Hand in all the **printout** and the **diskette***

This paper consists of 11 printed pages. Candidates should check the question paper to ensure that all pages are printed as indicated and no questions are missing.

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1. (a) You have been asked by the school administration to design a school requisition form using the sample below. Use a DTP package to design the form as it is and save it as A:/administration (34mks)

INSTITUTION NAME..... DISTRICT.....

ADDRESS.....

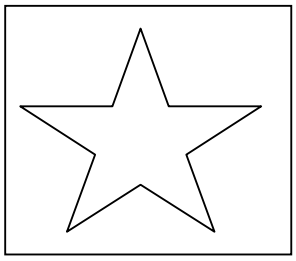
TEL NO.....

SUPPLIER..... ADDRESS.....

Requisition No.		Requisition Date		
DESCRIPTION				
Item	Quantity	Unit Price	Total cost Per item	Date Required
		Grand Total		

Requisition by Date

Authorized by Date



clipart

(b) (i) **Fit three** copies of the design into one page. (6mks)

(ii) **Put** a page header with your name and a footer of your school name. (4mks)

(iii) **Insert** a clipart from Microsoft clipart gallery into the publication and crop it to fit the frame indicated as clipart and save your work as A:/administration 2 (8mks)

(c) **Print** the document

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2. The worksheet below is an extract from a business activity.

Item Code	Date	Receipt no.	SUPPLIER	Cost	VAT	Total
1200	12/7/90	2142	Chemoluk	1245.00		
1204	10/7/90	2681	Mara suppliers	2004.00		
1205	11/7/90	2572	Kugo industries	1515.75		
1201	12/7/90	2146	Patel garage	1674.25		
1206	8/7/90	2672	Chemoluk	1756.20		
1208	11/7/90	2524	Mara suppliers	1674.20		
1207	10/7/90	800	Mara suppliers	3240.00		
1209	9/7/90	2672	Inform products	3658.40		
1202	11/7/90	2572	Lulusik transporters	126.00		
1203	15/7/90	2681	Kugo	2705.72		

(a) **Create** a workbook to store the information and save as transactions 1. (10mks)

(b) (i)**Work out** the VAT given that is 15% of the actual cost. **Write** the formula used in the space provided. (6mks)

(ii) **Calculate** the total given that Total = Sum + Cost Value. (4mks)

(c) **Format** the total value to 2 decimal places and save your work as transactions 2. (2mks)

(d) **Extract** a list of all records supplied by "Mara suppliers" and paste them to sheet 2. **Rename** the sheet as "By Choice". (2mks)

(e) Using auto-filter **extract** records whose receipt No. was written on 11/7/90 and paste them to a sheet 3. (4mks)

(f) **Sort** the worksheet in descending order of the total column and store it as transaction 3. (6mks)

(g) **Create** a column called percentage and **calculate** the percentage of VAT against the total and display the result in the percentage column. Save your works sheet as transaction 4 (8mks)

(h) **Print** transaction 1, transaction2, transaction 3 and transaction 4. (4mks)

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3. **Use** the following information to answer the questions that follows:

Student Name	Date of Birth	Fee Balance	Adm. No	Address
1. Kibet Rop	23/07/79	15,000/=	4017	81 Bomet
2. Steve Bett	03/04/80	7,000/=	4319	31 Mulot
3. Selly Kirui	12/09/80	3,000/=	3982	40 Kericho
4. George Langat	28/01/01	11,000/=	4009	38 Sotik
5. Betty Tele	17/05/81	8,000/=	4422	230 Kisii
6. Wilson Siele	23/06/82	6,000/=	4200	121 Narok
7. Seila Koech	30/12/82	1,000/=	4070	73 Nakuru
8. Mary Chebet	08/4/83	17,000/=	4222	32 Soimet

(a) (i) **Create** a database called ADMISSIONS and within it prepare a table called **students** containing the above information. (12mks)

(ii) Set an appropriate primary key. (4mks)

(b) In your table under the field of fee balance sort your data in **ascending** order and save as sortable. (4mks)

(c) **Create** a query from your table and carry out the following:

(i) Set a criteria to show students with a fee balance **less than 8,500/=** (6mks)

(ii) Set a criteria to show students names starting with letter **S**. (6mks)

(d) **Create** a form called **records** that shows all fields from the above table. (6mks)

(e) **Create** a tabular report from the student's table. (8mks)

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