

451/2
COMPUTER STUDIES
PAPER 2
PRACTICAL
JULY / AUGUST 2008
TIME 2 ½ HOUR.

BOMET DISTRICT MOCK EXAMINATION Kenya Certificate of Secondary Education 2008

COMPUTER STUDIES
PAPER 2
PRACTICAL
JULY /AUGUST 2008

INSTRUCTION TO CANDIDATES

- ❖ *Answer any two questions*
- ❖ *This question paper consists of three questions. All questions carry equal marks*
- ❖ *All answers must be saved in the diskette provided*
- ❖ *Write your name and index number on the diskette.*
- ❖ *Type your name and index number on the top right hand corner of each printout*
- ❖ *Hand out all prints out and diskette*

This paper consists of 6 printed pages. Candidates should check the question paper to ensure that all pages are printed as indicated and no questions are missing.

QUESTION ONE (50 MARKS)

A), using an appropriate word processing, type the following passage and save it in diskette as **DATA SECURITY**

(10marks)

Data security and control

External threats

- i. Fire, floods, earthquakes and other natural disasters. These are the potential threats but are not the most common external problems,
- ii. Theft of equipment-theft of pc's laser printers and even memorychips after a **Break into a building are very common,**
- iii. Espionage (intelligence)-information in the wrong hands can do a lot of damage. Example access to a payroll or accounting information is restricted so Such information should be shielded away from external and internal spies.

Internal threats

Internal threat would include

- i. Hacking
- ii. Fraud
- iii. Hardware failure
- iv. Corruption of databases

Viruses load and run without the user requesting them to run; and cause considerable damage e.g.

- i. Modifying other program
- ii. Hiding inside other programs with an aim of spreading to other machine
- iii. Destroying data and programs.

It is a computer code which usually designed to carry out two tasks:

- i. To replicate itself from one computer system to another.
- ii. To locate itself within a computer system in such a way as to make it possible for it to amend or destroy programs and data files, by interfering with the normal processes of the operating, system.

Questions

- i) Copy the original document (data security) to the next page (2marks)
- ii) Format the headings as follows: (6marks)

	Font size	Font type	underline	bold
Data security and control	14	Times new Roman	yes	Yes
External threats	14	Monotype corsiva	none	Yes
Internal threats	14	default	yes	No

- iii) Change the numbering to bullets; as follows: (2 marks)

Headings	bullet
i. External threats	>
ii. internal	•

- iv) Strike through the word internal threats (2marks)

- C). i) **Insert** the ANY clipart at the bottom center of the document. (3marks)
- ii).**Create** word art as indicated by the symbol. (2marks)

DATA SECURITY

- iii) Using auto shape, design a logo as indicated by the symbol. (2marks)



- D) Save the document as **SECURITY** (2marks)

E)

- i. Copy the original document (data security) to the next page (2marks)
- ii. Drop cap the first letter of the document (D) to cover two lines (1mark)

- iii. Spell check the whole document. (2marks)
- iv. Double space and italics the first paragraph (3marks)
- v. Insert a header "computer threat" to appear in every page (2marks)
- vi. Number the pages using the format 1, 2, 3.....
- F) Save the document as **COMPUTER THREAT** (2marks)
- G) Print the document
- i. Data security (1mark)
- ii. Security (1mark)
- iii. Computer threat (1mark)

QUESTION TWO (50 marks)

The following is a worksheet extracted from business Join venders.. They have come together to do a business of selling computer accessories.

Names	Cost	Sales	Gross profit	Expenditure	Reserves	Net profit	Remarks
Benson	700	350		450			
Betwel	400	700		50			
Kimwat	200	900		200			
Amos	300	1000		300			
Tembur	100	500		100			
Korir	400	600		40			
Towett	600	850		55			
Maritim	500	350		70			
Kerich	200	350		45			
Bency	500	1000		40			
Danson	600	900		170			
Kones	900	1000		20			
Koech	100	800		130			

Additional Information.

- a) Gross profit = Sales-Cost
- b) Net profit = gross profit - (expenditure+ reserves)
- c) Reserves = 10% gross profit
- d) Remarks are: "very good vendor", "good vendor", "domain vendor"," burden vendor". "Quite vendor".

REQUIREMENT

- (i) Create the workbook and enter the details, save as vendor.ex (15marks)
- (ii) a) Keep the title of the workbook to be **JOIN VENDORS** and format it to be bold, font size 14 and align at 20° (4marks)
- b) Format the figures in sale column to 2 decimal places (2marks)
- c) Insert two rows between Tembur and Korir and enter the records below: (5marks)
- Name Bii, cost 100, sales 500 and expenditure 10.
 - Name Mutai, cost 800, sales 2000 and expenditure 80.
- (iii) Use sum function to calculate gross profit for each member (3marks)
- (iv) Use product function to calculate reserves for each member (3marks)
- (v) Use "IF function" and net profit to analyse the vendors, taking the following remarks: (6marks)
- a) If net profit ≥ 500 , then "very good vendor"
 - b) If net profit > 400 , then "good vendor"
 - c) If net profit ≤ 300 , then "domain vendor"
- (vi) a) Use names of the vendor and cost to insert a line graph, keep the title of the graph to be **PRODUCTIVE ANALYSIS**, format it and place it in a separate sheet. (5marks)
- b) Save the changes as productive analysis (2marks)
- c) Print the "**Join vendor**" and "**productive analysis**" including gridlines (4marks)

QUESTION 3 (50 MARKS)

3. You have been asked by the school administration to design school advert to inform school members about form four farewell party. Your advert should look like the design below.

.