

451/2

COMPUTER STUDIES

Paper 2

PRACTICAL

July/ /August . 2008

2 ½ hours

HOMABAY - SUBA DISTRICT MOCK EXAM- 2008

Kenya Certificate of Secondary Education-(K.C.S.E)

451/2

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PRACTICAL

Jan/Apr. 2008

2 ½ hours

INSTRUCTIONS TO CANDIDATES

- ❖ *Type your name and index number at the top right hand corner of each printout.*
- ❖ *Sign and write the date of the examination below the name and index number on each printout.*
- ❖ *Write your name and index number on the diskette.*
- ❖ *Write the name and version of the software used for each question attempted in the answer sheet. .*
- ❖ *Passwords **should not be used** while saving in the diskettes.*
- ❖ *Answer **all** questions.*
- ❖ *All questions carry equal marks.*
- ❖ *All answers must be saved in your diskette.*
- ❖ *Make a printout of the answers on the answer sheets provided.*
- ❖ *Hand in all **the printouts and the diskette.***

This paper consists of 3 printed pages

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

1. Utawala Company is an organization that has employed several workers. In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

(a) Create a database file and name it **EMPLOYEES**. (2mks)

(b) (i) Using the table below create the appropriate fields and split the data into two tables **'EMPLOYEE DETAILS' and 'PERSONAL DETAILS'**. (14 mks)

EMPLOYEE NO.	NAME	DEPARTMENT	MARITAL STATUS	SALARY	AGE
2213	JOHN CLAY	DRIVER	MARRIED	8,000.00	35
2214	ROSE JOHNS	CLERK	MARRIED	10,000.00	40
2215	PETER ROGERS	DOCTOR	MARRIED	50,000.00	45
2216	JED OTIENO	ACCOUNTANT	SINGLE	20,000.00	25
2217	VINCENT JED	DRIVER	SINGLE	8,000.00	20
2218	ALLAN LIMO	GROUNDSMAN	SINGLE	4,000.00	22
2219	PETER OLOO	ASS. MANAGER	MARRIED	80,000.00	35
2220	HUSSEIN KIMANI	CASHIER	SINGLE	15,000.00	26
2221	ROBERT KIBANI	WATCHMAN	SINGLE	5,000.00	28
2222	JANE LESSOS	SECRETARY	MARRIED	6,000.00	31
2223	LUCY OJWANG	CLERK	MARRIED	8,000.00	30

(ii) Create screens for each table for inputting the data in the table above, (6mks)

(iii) For each of the tables, choose the most appropriate key. (3mks)

(iv) Create a relationship between the two tables. (4mks)

(c) Create a query from the two tables 'employee details' and 'personal details' to display the fields Name, Department and Salary for those employees who earn more than 10,000.00. Save as **EMPQUERY**. (6mks)

(d) (i) Generate a tabular report with landscape orientation from the tables to display the fields in the following order. (6mks)

EMPLOYEE NO. NAME SALARY DEPARTMENT AGE

(ii) Sort records in the report in alphabetical order of the name field. (2mks)

(iii) Compute the total of salary for all the employees and place it below the salary column. Save as **EMPREPORT**. (5mks)

(e) Print **EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EMPQUERY and EMPREPORT**. (2mks)

2. A firm in Nairobi provides computer spare parts to its customers. The firm wishes to work out the pay details for its employees and present a report.

NAME	YEARS WORKED	BASIC PAY	DEPARTMENT	SALES	HOURS OF OVERTIME	MILEAGE
JOHN	9	14,000	ADMIN	16,000	10	120000
BILLY	23	18,000	SALES	25,000	11	130000
LILLY	5	7,000	MARKETING	22,000	12	112000
EVANS	17	18,000	SALES	12,000	15	134200
GIDEON	18	16,000	ACCOUNTS	11,000	22	123000
HUMPHREY	3	25,000	ADMIN	30,000	12	10200
CEDRIC	11	19,000	SALES	35,000	33	132000
ALVAN	15	15,000	MARKETTING	14,000	14	112000
PENINA	11	23,000	ADMIN	25,000	0	12000
STEVE	8	17,000	ACCOUNT	14,000	7	154000

(a) Using the information above, design an appropriate spreadsheet and enter the given data, give it a suitable title. Save as **FIRM1** (14mks)

(b) (i) Calculate the total sales and total mileage and label them accordingly. (6mks)

(ii) The employee's sales commission is calculated as 11% of the employee's sales. Input this commission rate in cell C20 and label it appropriately. (6mks)

(iii) Insert a new column labeled 'Sales commission' between 'sales' and 'hours of overtime'. (2mks)

(iv) Create a formulae to give the amount of sales commission by making references to sales commission cell. (4mks)

(v) Copy the formulae to get the sales commission for all the other employees and save as **FIRM2**. (3mks)

(c) (i) Convert the basic pay and sales to two decimal places. (3mks)

(ii) Use the IF function to put the remark 'GOOD' in a new column labeled REMARK for only those employees whose sales is greater than 22,000. (6mks)

(iii) Apply a double line border to the whole worksheet. Save as **FIRM3**. (3mks)

(d) Print **FIRM1**, **FIRM2** and **FIRM3**. (3mks)