

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

KERICHO/KIPKELION DISTRICTS MOCK EXAMINATION Kenya Certificate of Secondary Education 2008

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COMPUTER STUDIES
PAPER 2
PRACTICAL
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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.***
- ❖ *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 printouts of the answers on the answer sheets provided.*
- ❖ *Hand in all the **printout** and the **diskette***
- ❖ *Candidates may be penalized for not following instruction given in this pager*
- ❖ *Arrange your printout and staple them together*

QUESTION ONE

- a) Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below. (12marks)

MWANGAZA HIGH SCHOOL

P.O.BOX 4800

KERICHO

8TH JULY 2008

<NAME >, <ADMNO>,

<ADDRESS>

<TOWN>

Dear <NAME>

REF: 2007 KCSE RESULTS.

I am happy to inform you that the NOV –DEC Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00 a.m. in order to know the details. Remember to carry your original KCPE certificate and examination registration card- bearing the index number.

Your's truly,

Headteacher

Data source (List of Candidates)

Name	Adm. No	Address	Town	Date to visit
Mark Otieno	8074	P.O.BOX 24	Sondu	02/03/08
Kevin Kirui	8189	P.O.BOX 172	Kericho	08/03/08
Bernard Soi	8065	P.O.BOX 84	Bomet	24/03/08

Required:

- i) **Save** Main document as Main Doc (1mk)
 - ii) **Save** Data source as Datasource (1mk)
 - iii) **Change** the addresses and reference font size to 14pts (1½mks)
 - iv) **Underline** the reference (½mks)
 - v) **Merge** the letter onto main document so as to produce copies for all the three candidates and save it as 'Results 2007'. (6mks)
 - vi) **Print** the letters (3mks)
- b) **Type** the following text in a word processing software. (22mks)

INTRODUCTION TO COMPUTERS & OPERATING SYSTEMS

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data (processing) and presenting the results of those operations (Information) Basic characteristics that distinguish a computer from other information processing devices:-

- (i) A computer is electronic – That is, all its processing operations are carried out with electrical signals
- (ii) A computer can store information for future reference. This is done on temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.
- (iii) A computer is programmable – unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

HOW A COMPUTER OPERATES

Converting the data (raw facts) into information (Organized, usable form) is called data processing. Data get into the system by means of an input device. e.g keyboard then the computer performs the necessary calculations or manipulations on the data and finally the organized information is displayed by an output device e.g a monitor.

FUNCTIONS PERFORMED BY A COMPUTER

Although computers have many applications, they can perform only three basic tasks.

- (i) Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)
- (ii) Test relationships between data items (by comparing values)
- (iii) Store and retrieve data

These skills are really no more than people can do, but the computer can accomplish the task more;

- Faster
- Accurately
- Reliably

Required:

- a) **Align** the title to the center and underline it (1mk)
- b) **Add** border to the title. (2mks)
- c) **Replace** all the Roman numbers with bullets. (2mks)
- d)
 - i) **Insert** the footer “Computer Districts Mock 2008”. (2mks)
 - ii) **Insert** the header “Your name and index No” (2mks)
- e) Set the line spacing to exactly 1.5 (4mks)
- f) Insert word Art “COMPUTER” and set it to appear behind the text. (5 mks)
- g) Search for words “Computer” and replace all with “PC”. (2 mks)
- h) Move paragraph with the heading “how a computer operates” to the end of the document. (2mks)
- i) **Set** the font style of the document to Arial black (3 mks)
- j) **Save** your work as “computer Literacy” (1mk)
- k) Print your document. (2 mks)

2. (a) Create a new workbook and name it as form 2 computer Exams. (1mk)

Name	Class	Adm. No:	CAT 1	CAT2	CAT3	Total	Average	Class Position	Remark
Maina John	E	7984	80	70	59				
Ken Korir	W	7896	75	55	72				
Bernard K.	E	8092	86	59	75				
John Soi	E	7460	80	79	70				
Kipsang Bett	W	7892	76	75	80				
Mitei E.	E	7800	38	48	25				
Mark J.	W	8490	37	51	29				
Koech Ben	W	8184	30	86	75				
James W.	E	8082	25	27	20				
Abuya Ken	E	8083	30	25	25				
Leonand B.	W	8047	39	24	25				

- (b) **Enter** the following data in sheet 1 (20mks)
- (c) **Rename** the sheet as Term one results (1mk)
- (d) Find :
- Totals (2mks)
 - Average (2mks)
- (e) Use the **IF** function to award remarks as follow (3mks)
- A student whose average is above or equals 65 is given “Excellent”
 - An average of 55 or above but less than 65 award “average work”
 - An average less than 55 award “work below average”
- (f)
- Award** position to student basing on the average scored. (3mks)
 - On the last rows enter formulas to count students from both classes (2mks)
- (g) **Sort** the students list by class position in ascending order. (2mks)
- (h)
- Copy** the entire worksheet onto sheet2 and rename it “lower group” (2mks)
 - Filter “Lower group” sheet to display students from “E” class and whose average score is below 50. (4mks)
- (i) **Draw** a bar graph to display the following information (3mks)
- The three cats
 - Names
 - Title as “TERM ONE COMPUTER RESULTS”
- Place** the legend at the bottom of the graph (1mk)
 - Save** the chart on a new sheet and name it graphical analysis (1mk)
- (j) **Print:**
- The filtered lower group (1mk)
 - The chart (1mk)
 - Term one results sheet (1mk)