

Name: Index No.

Candidate's Sign:

Date:

451 / 2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
July/Aug. 2008
2 ½ Hours

KISUMU DISTRICT JOINT EVALUATION TEST - 2008
Kenya Certificate of Secondary Education (K.C.S.E)

451 / 2
COMPUTER STUDIES
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INSTRUCTION TO CANDIDATES

1. Answer BOTH questions
2. All questions carry equal marks
3. All answers must be saved in your diskettes
4. Insert your name and index number as headers on all your documents before printing
5. Make a print out of the answers on the answer sheets provided
6. Hand in the print outs and the diskette.

This paper consists of 3 printed pages.

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

Question 1


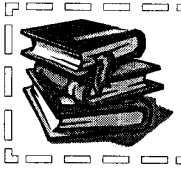
The following is an extract of sales from a XYZ import company in dollars (\$)

Figure 1

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	WAJIR	43	38	16	33	43	26	32	36
3	VOI	14	26	22.5	7.3	26	31	16	24
4	MERU	16	19	29	33	41	21	17	15
5	BONDO	18	34	17	41	36	41	18	16
6	UGUNJA	22	25	28	36	24	36	19	18

- (a) Type the data as it is and save as XYZ import. (7mks)
- (b) (i) Insert two blank rows at the top of the worksheet and type the heading “XYZ IMPORT COMPANY SALES REPORT 2008” in the first blank row. (3mks)
- (ii) Type the heading “SALES IN KSHS” into cell B10. (1mk)
- (iii) Merge the cells containing each of the headings. (4mks)
- c) (i) Copy the names of the Towns into cells A13 down the column. (3mks)
- (ii) Copy the months of the year Jan, Feb, March Aug into cells B12 along the row. (4 mks)
- d) Type $65\frac{1}{2}$ in cell B20 convert all the sales in dollars to KSHS using the rate of $65\frac{1}{2}$ as typed in cell B20 $1\$ = 65\frac{1}{2}$ KSHS. (11mks)
- e) (i) Compute the average sales for each towns in both KSHS and dollars. (5mks)
- (ii) Convert average sales to two decimal places. (2 mks)
- (iii) Save the worksheet as SALES ALL. (1mk)
- f) Create a pie chart showing towns and average sales in KSHS. (5 mks)
- g) Print SALES ALL, XYZ import, PIECHART. (2mks)

Question 2. Using DTP software create the following document as it is . Save it as software in drive A. Print your publication (50 marks).

SOFTWARE	<h1>COMPUTER SOFTWARE</h1>																							
	<p>System software System software performs a variety of fundamental operations that avails computer resources or to help the user accomplish specific tasks.</p> <p>Functions :-</p> <ol style="list-style-type: none"> 1. Booting the computer and making sure that all elements of the hardware are working properly 2. Perform operations such as retrieving, loading, executing and storing programs. <p>System Software can further be divided into :</p>		<p>Application software Designed to help the user accomplish specific tasks.</p> <p>Classification according to acquisition</p> <ul style="list-style-type: none"> ♣ In-house developed programs ♣ Standard software <p>Advantages of standard software over the in-house developed programs</p> <ul style="list-style-type: none"> • They can be easily installed and run • They are ready available for almost any task • Since they are thoroughly tested before they are released , chances of errors in them are rare. • They can be easily modified • They are less expensive to acquire 																					
<table border="1"> <thead> <tr> <th>Software</th> <th>Uses</th> <th>Examples</th> </tr> </thead> <tbody> <tr> <td>Word processor</td> <td>Typing documents like letters.</td> <td>Ms Word, Lotus, WordPro, WordStar</td> </tr> <tr> <td>Spreadsheets</td> <td>Calculating budgets</td> <td>Ms Excel, Lotus 123</td> </tr> <tr> <td>DTP</td> <td>Design Publications like Newspapers</td> <td>Adobe Page Maker, Publisher</td> </tr> <tr> <td>CAD</td> <td>Technical Drawing</td> <td>AutoCAD</td> </tr> <tr> <td>Databases</td> <td>Keeping records and files</td> <td>Ms Access Dbase</td> </tr> <tr> <td>Graphics Software</td> <td>Creating & Manipulating pictures</td> <td>Corel Draw, Adobe Photoshop</td> </tr> </tbody> </table>				Software	Uses	Examples	Word processor	Typing documents like letters.	Ms Word, Lotus, WordPro, WordStar	Spreadsheets	Calculating budgets	Ms Excel, Lotus 123	DTP	Design Publications like Newspapers	Adobe Page Maker, Publisher	CAD	Technical Drawing	AutoCAD	Databases	Keeping records and files	Ms Access Dbase	Graphics Software	Creating & Manipulating pictures	Corel Draw, Adobe Photoshop
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<p>The following factors should be considered when selecting software:</p> <p>Authenticity This refers to genuineness , validity and or legitimacy of an item. Software should be accompanied by licenses and certificate of authenticity.</p> <p>Compatibility and system configuration Refers to the ability of the computer program to run the software depending on the system setup.</p> <p>User friendliness This is a measure of how easily the user can be able to operate the computer. User needs determines the type of operating system and application programs that should be considered for application.</p>																								