Name: . …… **School:……**

Adm No. ……

451/2
COMPUTER STUDIES
Paper 2
July / August 2008
PRATICAL
2 ½ Hours

NYANDO DISTRICT JOINT EVALUATION TEST - 2008

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

451/2
COMPUTER STUDIES
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INSTRUCTIONS TO CANDIDATES:

- Type your name and index number at the top right corner of each printout.
- Write your name and index number on the diskette.
- Passwords should not be used while saving in the diskettes.
- Answer all questions
- All answers must be saved in your diskette
- Make a printouts of the answer sheets provided.
- Hand in all the printouts and the diskette.

This paper consists of 4 printed pages

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

1. a) (i) Create a worksheet with the following entries. (10mks)

STUDENT NAME	ENGLISH	KISWAHILI	MATHEMATICS	COMPUTER
Mary Atieno	70	60	75	80
Jane Wandia	90	40	68	84
Nicholas Irungu	80	56	94	90
Willis Ruto	90	55	80	92
Bruce Lee	60	50	77	78
Graham Osano	50	40	69	89
Ann Nduta	60	20	73	76
Joyce Mwahima	100	90	89	72
Barbara Mwita	40	70	100	91
Thomas Mbugua	20	80	70	83

(ii) Adjust column widths where necessary to display all entries in detail (1mk)

(iii) Use merge and centre feature to add the following heading at the top of this data.(3mks)

NYANDO ACADEMY

FORM 4 MOCK EXAM MARKS

(iv) Save the document as MARKS 1. (1mk)

b) Obtain the following, creating appropriate columns for them. (12mks)

(i) Total score for each student.

(ii) Mean score for each student.

(iii) Highest score per subject

(iv) Standard deviation per subject.

Save your worksheet as MARKS 2

c) Insert a new row for Julius Chege between Nicholas Irungu and Willis Ruto. Enter the scores as 60,50, 80 and 20 respectively. Save your worksheet as MARKS 3. (3mks)

d) Format the ranges for mean score and standard deviation to display results in 3 decimal places. Save as MARKS 4. (4mks)

e) Copy all the information into sheet 2. Rename sheet 1 and sheet 2 to EXAM 1 and EXAM 2 respectively. (3mks)

f) In sheet 2 do the following

(i) Sort the worksheet in descending order of the total score column and save it as MARKS 5. (5mks)

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ii) Use auto-filter to extract records of students whose mean score is more than 70, save as MARK 6. (5mks)

g) Print MARKS 1, MARKS 5 and MARKS 6. (3mks)

2. The following data shows records of students at NYANDO COMMERCIAL COLLEGE.

NAME	SEX	DOA	COURSE	COURSE FEE	PAID
Benny	F	10/1/98	Lotus	2500	2000
Susan	F	1/2/98	DOS	1500	1500
Paul	M	9/2/98	Lotus	2500	2500
Esther	F	9/2/98	Access	2000	1000
John	M	10/1/98	Excel	2000	1500
Eunice	F	1/2/98	Word	2000	500
Ann	M	1/2/98	Lotus	2500	1700

(a) (i) Create a database to contain the data and save it as A:\COLLEGE (2 mks)

(ii) Design a suitable table that would contain the above data and name it STUDENT 1. The date should be medium Date and the currency

Ksh. With 2 decimal places. (6 mks)

(b) Create a form STUDENT ENTRY FORM and use it to enter the data given above. (8mks)

(c) (i) Insert ADM NO before NAME and set it to be the primary key. (3mks)

(ii) Enter the ADM NO as follows;

Benny 5001, Susan 5003, Eunice 5004, Ann 5005, John 5002, Paul 5006 and Esther 5007. (4mks)

(iii) Ann is female and paid only 700. Correct the error and save as STUDENT 2. (3mks)

d) (i) Delete John's record from the database. (1mk)

(ii) Insert a calculated field BALANCE to contain fee balances and save the query as STUDENT 3. (3mks)

e) (i) Create a query to display records of students who have not cleared fees. Save the query as FEE BALANCE. (3mks)

(ii) Design a query JANFEM to display records of a female students admitted in January.(4mks)

f) Produce a report based on JANFEM displaying only the Name, course and Fee balance. Save report as JANFEM REPORT. (4mks)

g) Create a report based on STUDENT 3 displaying the total fee balance with a header NYANDO COMMERCIAL COLLEGE. Save as STUDENTS REPORT. (5mks)

H) Print STUDENT 1, STUDENT 2, JANFEM REPORT and STUDENT REPORT. (4mks)

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