

Name..... Index No.....
Candidates Signature
Date.....

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
JULY/ AUGUST 2009
TIME: 2 ½ HOURS

MANGA JOINT EVALUATION TEST-2009
Kenya Certificate of Secondary Education (K.C.S.E)

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
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Instructions to candidates

- Type your name and Index No at the top right hand corner of each printout.
- Write your name and Index No on the diskette
- Write the Name and version of software used in each question on the answer sheet
- Passwords should not be used on diskettes
- Answer all the questions
- All answers must be saved in a diskette
- Make printouts of the answers

*This paper consists of 4 printed pages.
Candidates should check the question paper to ascertain that
all pages are printed and no questions are missing*

1. a) Using a word processing package, type the congratulatory note below as it appears and save it as A:\CONGRATS (15mks)

Kenya Pipeline Co. Ltd
P.O. Box 5678
Nanyuki
(insert today's date)

<<First Name>> <<Last Name>>

<<Address>>

Dear <<First Name>>

RE: CONGRATULATIONS (Georgia Font type Bold)

Due to your hardwork and sacrifices you made this year, the Kenya Pipeline Fraternity wishes to congratulate you for being voted the best <<Top Title>> of the year. Please keep up the spirit.

Enclosed is a cheque worth <<Amount>> as appreciation for your excellent service.

Yours faithfully,

Daniel Mahinda

PERSONEL

- b) Create a data source with the following details and use it with the note you have just typed to generate personal notes to the company's named personnel.

Save it as A:/Details (15mks)

George Nyaundi	Carlos Odongo	Henry Matara
P.O. BOX 5678	P.O. BOX 5678	P.O. BOX 5678
Nanyuki	Nanyuki	Nanyuki
Driver	Health Officer	Gateman
Ks.2500		

Monica Akinyi Benta Moraa Beth Wangoi

P.O BOX 5678

Nanyuki

Typist

Ksh.2000

P.O. BOX 5678

Nanyuki

Secretary

Shs.3000

P.O. BOX 5678

Nanyuki

Accountant

Shs.4500

- c) Insert data fields in main document and generate the notes for the employees. (14mks)
- d) Print the notes (6mks)
- e) Generate envelope labels for these notes with the fields of names and address (9mks)
- f) Print the labels (6mks)

2. The table below shows a section of St. Peters Nyakiogirio fee payment by the students.

Adm. No.	Date	Student's Name	Fee paid	Fees balance
2960	3/5/2009	Nelson Mokaya	2000	
2836	3/5/2009	Ernest Mwangi	2000	
2853	3/5/2009	Joseph Motari	4000	
2910	3/5/2009	Peter Oluoch	2500	
2913	4/5/2009	Josephat Kimutai	3000	
2921	4/5/2009	Teresia Okinyi	2000	
2934	4/5/2009	Mary Njoroge	6000	
2963	5/5/2009	John Karioki	1000	
2975	5/5/2009	Florence Kiyaka	2900	
2836	5/5/2009	Chripus Kiamba	6500	
3000	6/5/2009	Joseph Motari	5000	
2934	6/5/2009	Shem Omwega	2000	
3010	6/5/2009	John Karioki	1200	
3001	7/5/2009	Alfred Matoke	2000	
2836	7/5/2009	Benjamin Okioga	2200	
2934	7/5/2009	Joseph Motari	2000	
2931	8/5/2009	John Karioki	4000	
3001	9/5/2009	Mary Njoroge	2600	
2836	9/5/2009	Benjamin okioga	2000	

- a) Using a spreadsheet package, enter the information given in the table into a work sheet and rename the worksheet as FEEENTRY
Save the workbook as A:\QSS (12mks)
- b) Copy the worksheet and paste it in sheet 2. Rename the worksheet as Total (4mks)

- c) Format the column headers so that they are aligned at 45° and bold them. Let the figures in thousands be separated by a comma and format the figures so that they read Ksh. (6mks)
- d) Sort the file in alphabetical order and using a function determine the total amount paid by each student for this month. (14mks)
- e) Filter the database above to show the names of those students whose names start with J. copy the list and paste it in sheet three. Rename the sheet to THEJS. (5mks)
- f) Find a list of all the students who have paid a fee of more than 5000. Paste them in a new sheet and rename the sheet as Tostay. (2mks)
- g) Using a formula, find the fee balance for each student as per the end of this month given that the total fee is 17,000 (3mks)
- h) Print the workbook (4mks)