

NAME.....INDEXNO.....

SCHOOL.....SIGNATURE.....DATE.....

COMPUTER STUDIES

451/2

PAPER 2(PRACTICAL)

JULY/AUGUST2010

TIME: 2½HRS

BOMET / CHEPALUNGU DISTRICTS JOINT EXAMINATION. M-CATS

Kenya certificate of secondary education 2010

INSTRUCTION TO CANDIDITE:

- Indicate your name and index number on top of each printout
- Write your name and index number on the diskette or CD-R
- Write the name version of the software used for each question attempted in the answer sheet
- Passwords should not be used while saving
- Answer all questions
- All answers must be saved in the storage medium
- Hand in all the printouts and the storage medium

- b) i.) Create a copy of the document and save it as A:\HIV2 (2mks)
- ii.) Drop cap the first letter in the passage (2mks)
- c) Select the second paragraph of column 1 and set the line spacing to 2, (2mks)
- d) Indent the first line of the second paragraph by 1.2cm(or 0.47”) (2mks)
- e) Change the character spacing for the heading to expanded. Save the changes as A:\HIV 3 (2mks)

2. a) The table below display the analysis of computer studies examination create a worksheet to appear as it is and store the information.

Save it as Emmaus (10mks)

EMMAUS COLLEGE

COMPUTER STUDIES EXAMINATION ANALYSIS				
ADM. NO	NAME	PART 1	PART 2	PART3
BC001	Catherine Muraa	76	77	60
BC002	Kibet Langatt	56	60	61
BC003	Jane Kariuki	42	86	52
BC004	Kariuki Chege	80	59	85
BC005	Oduong Anadate	56	72	97
BC006	Kunes Gilbert	40	74	56
BC007	Ngeno Kipkemoi	60	68	92
BC008	Tenket Bete	72	68	95
BC009	Gegonge Beatrice	74	75	94
BC010	Gilbert Sainra	84	76	86
BC011	Carotime Maina	56	26	24
BC012	Sarah Cherop	20	30	42

b) (i) Copy Emmaus 1 and paste in sheet 2 of your work book and rename the sheet as Emmaus 2

(ii) Add three columns and label them as total, mean score and remark. 2mks)

(iii) Compute the total marks and average for each student (4mks)

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c) (i) input a validation rule that allows entry of whole number ranging from 0 to 100 only and a validation message that read “input data between ‘0’ and ‘100’ only “ when the validation rule is violated (4mks)

(ii) One student was left out in the list and you are asked to insert a row and enter date as follows: (3mks)

<u>ADM NO</u>	<u>Name</u>	<u>part 1</u>	<u>part2</u>	<u>part3</u>
BC013	Janeth chybet	70	60	85

d) (i) In the remark column, use a formula that can give remarks as follows. Student with a mean score above 80% “distinction”, above 60% “credit” above 40% “pass” and below 39% “fail”. Write the formula used in the space provided below. (8mks)

(ii) Save you work as Emmaus 2 (2mks)

e) (i) Emmaus education board (EEB) offer scholarship to a student who has ‘credit’ and has the best positive trend in three ‘part’ examination .Extract the data from Emmaus 1 and use it to draw an appropriate graph that can be used to get a successful student to be offered scholarship.

Write the name of the student in the space provided below. (10mks)

(ii) Save the graph as scholarship. (2mks)

(iii) Print Emmaus 1, Emmaus 2, and the graph. (3mks)