451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
July/August 2010
2 ½ HOURS

BURETI DISTRICT JOINT EVALUATION TEST – 2010
Kenya Certificate of Secondary Education (K.C.S.E)

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INSTRUCTION TO CANDIDATES

1.   Answer ALL questions (question 1 and 2)
2.   Passwords should not be used.
3.   All the answers must be saved in a diskette
4.   Make printout of the answers
5.   Hand in all the printouts and the diskette.

1.   (a) Create the document below exactly as it appears using a word processor and save it as A:\ICT on the disk provided.

ICT DEVELOPMENT

FOR

KENYAN SECONDARY LEVEL CURRICULUM

Introduction

The acronym ICT stands for Information Communication and Technology. In ICT, teaching and learning materials are presented in digital form and made available on:

- Compact disks (CDs)
- Digital versatile disks (DVDs)
- Internet

The table below gives a summary of some of the benefits of ICT:

BENEFITS	EXPLANATION
1. Learner motivation	More motivating and attractive to the learner hence easily acceptable.
2. Advanced security	In disseminating information, there is controlled access to documents on the basis of a rigorous authentication system.
3. Increased flexibility	Business processes and integrated communication regardless of the distance between users and means of access to information.
4. Increased performance and revenue	By taking advantage of the emerging trends.
5. Cost reduction	Reduced cost of carrying business processes compared to the print media.

(b) Proofread the document.   (2 marks)

(c) Set the document margins to: (4 marks)

 (i) The right and left margins to I".

(ii) The top and bottom margins to 0.5".

(d) Find and replace all the instances of the word "**ICT**" with the word "**Computer Studies**"

        (2 marks)

(e) Insert page numbers at the bottom right of the document.   (2 marks)

(f) Save the entire document as **A\ICTI**.

(g) The head Teacher of the Ebenezer Valley School wishes to invite five Head Teachers to a discussion forum on **ICT curriculum development**. Using **ICT** as the main document, create personalized letters addressed to five schools of your choice. See the format below:

Mail merge the five letters to a new document and save as **A:\ICT MERGED.**   (20 marks)

(h) Print **A :\I CT, A :\ICT 1** and **A :\I CT MERG ED**.

EBENEZER VALLEY SCHOOL

P.o. Box 90, Litein, Kenya

Date…………….

<First Name<1ast Name>

<SchoolName>

<Postal Address>

<Town>

Dear <First Name>

RE: ICT DVELOPMENT

Insert main document here

Insert: *Your Name*

  Admission Number

2.   South Rift Region Interim Independent Electoral Commission keeps its details of its newly
recruited employees in a computer database. The information below contains details obtained
from two tables of the database. Study the tables and answer the questions that follow.

Employees table

ID	Name	Department	Job Title	Basic Salary
RS001	Nicholas Kirui	Research	Clerk	17,000
BH02 I	Julius Awiti	Civic Edu.	Lawyer	32,000
BH013	Salim Manga	Civic Edu	Lawyer	32,000
RS066	Maryline Simam	Research	Manager	29,000

0R098	Koffi Annan	Operations	Manager	28,000
AC023	Goodluck Jonathan	Accounting	Manager	24,000
RS068	Savimbi James	Research	Analyst	20,000
OR121	Mayom manyang	Operations	Analyst	20,000

Department table

Department	DepartCode	Location
10	Accounting	Sotik
20	Research	Litein
30	Sales & Marketing	Bomet
40	Operations	Kericho

Required:

(a) Create a database that can he used to store the above data and save it as **IIEC** in the disk

provided.   (10 marks)

(b) Using appropriate primary and Foreign keys, Create a relationship between the two tables.

Enforce referential integrity between the tables.   (4 marks)

(c) Validate the primary key entry to exactly four and two characters for the ID and DepartCode

fields respectively.   (4 marks)

(d) Create a form for each table and use it to enter the records Shown in the tables above. Save the

forms as **EmployForm and DepartForm** respectively.   (8 marks)

(e) It is required that the dates on which the employees were hired he included in the database.

Kirui was hired on 10/11/2009. Awiti on 15/04/2009. Manga on 16/04/2009 Savimbi on

09/04/2010. The rest were hired on 13/05/2010. Insert a new field, name it Date of Hire in the

Employees table and enter the field.   (5 marks)

(f) (i) Create a query that displays employees who were employed after year 2009. Save the query

as **currentEmployees**.   (4 marks)

(ii) Sort **CurrentEmployees** query in ascending order using the employees name. (3 marks)

(g) Create a report that displays the Employee Name, Job Title, Department Name and Salary.

grouped according to Location. Save the report as EmployeesReport.   (8 marks)

(h) Print: -

(i) Employees and Department tables designs   (4 marks)

(ii) Employee and Department forms

(iii) CurrentEmployees Query

(iv) EmployeesReport