

NAME INDEX
NO.....DATE.....
SCHOOLCANDIDATES
SIGNATURE.....

451/2
COMPUTER STUDIES
PAPER2
PRACTICAL
JULY/AUGUST 2010
TIME 2 ½ HOURS

LAICOMET 2010

Kenya Certificate Of Secondary Education

451/2
COMPUTER STUDIES
PAPER 2
JULY /AUGUST 2008

INSTRUCTIONS TO CANDIDATES.

- ❖ Type your name and index number at the top right hand corner of each print out and on your diskette.
- ❖ Write the version of software used for each question attempted
- ❖ Password should not be used to save in the diskettes
- ❖ *Answer all questions.*
- ❖ *Write your name and Index number on the diskette*
- ❖ *Passwords **should not be** used while saving*
- ❖ *All questions carry equal marks*
- ❖ *Hand in all printouts and the diskette to the teacher*

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

STUDENT NAME	ENGLISH	KISWAHILI	MATHEMATICS	COMPUTER
Mary Atieno	70	60	75	80

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Jane Wandia	90	40	68	84
Nicholas Irungu	80	56	94	90
Willis Ruto	90	55	80	92
Bruce Lee	60	50	77	78
Grahan Osano	50	40	69	89
Ann Nduta	60	20	73	76
Joyce Mwachima	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 the 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

(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 work 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 EXAM2 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)

(ii) Use auto-filter to extract records of students whose mean score is more than 70, save as MARK 6. (3mks)

(g) Print MARKS I, MARKS 5 and MARKS 6.

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	Dou	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 (2mks)

(ii) Design a suitable table that would contain the above data and name it STUDENTS1
The date should be medium Date and currency Ksh. With 2 decimal places. (6mks)

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 a female and paid only 700. Correct the error and save it as STUDENT 2

(3mks)

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

(ii) Insert calculated fields BALANCE to contain fee balances and save the query as
STUDENT 3

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 student admitted in January.
(4mks)

f) Produce a report based on JANFEM to display only the name, course and fee
balance. Save report as JANFEM REPORT.

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 STUDENT1, STUDENT 2, JANFEM REPORT and STUDENT REPORT.

(4mks)