

Name.....

Index No...../.....

School.....

Date

Candidate's Signature.....

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
JULY / AUGUST - 2010
TIME: 2 ½ HRS

NANDI CENTRAL DISTRICT JOINT EVALUATION TEST - 2010
Kenya Certificate of Secondary Education (K.C.S.E)

451/2
COMPUTER STUDIES
PAPER2
(PRACTICAL)
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TIME: 2 ½ HRS

INSTRUCTIONS TO CANDIDATES

- Answer BOTH questions
- All questions carry equal marks
- All answers must be saved in your diskettes/ Removable device
- Insert your name and index number as headers on all your documents
- Make a print out of the answers on the answer sheets provided
- Hand in the print outs and the diskette

*This paper consists of 4 printed pages.
Candidates should check to ensure that all*

pages are printed as indicated and no question(s) is missing

Question 1

The following is an extract of sales from a XYZ import company in dollars (\$)

Figure 1

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	WAJIR	43	38	16	33	43	26	32	36
3	VOI	14	26	22.5	7.3	26	31	16	24
4	MERU	16	19	29	33	41	21	17	15
5	BONDO	18	34	17	41	36	41	18	16
6	UGUNJA	22	25	28	36	24	36	19	18

- (a) Type the data as it is and save as XYZ import. (7mks)
- (b) (i) Insert two blank rows at the top of the worksheet and type the heading “XYZ IMPORT COMPANY SALES REPORT 2008” in the first blank row. (3mks)
- (ii) Type the heading “SALES IN KSHS” into cell B10. (1 mk)
- (iii) Merge the cells containing each of the headings. (4mks)
- (c) (i) Copy the names of the Towns into cells A13 down the column. (3mks)
- (ii) Copy the months of the year Jan, Feb, March.....Aug into cells B12 along the row. (4 mks)
- (d) Type 65½ in cell B20 convert all the sales in dollars to KSHS using the rate of 65½ as typed in cell B20 1\$ =65 ½ KSHS. (11mks)
- (e) (i) Compute the average sales for each towns in both KSHS and dollars. (5mks)
- (ii) Convert average sales to two decimal places. (2 mks)
- (iii) Save the worksheet as SALES ALL (1 mk)
- (f) Create a pie chart showing towns and average sales in KSHS. (5 mks)
- (g) SALES ALL, XYZ import, PIECHART. (2mks)

Question 2

Utawala Company is an organization that has employed several workers. In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

- (a) Create a database file and name it **EMPLOYEEES**. (2mks)
- (b) (i) Using the table below create the appropriate fields and split the data into two tables “**EMPLOYEE DETAILS**’ and ‘**PERSONAL DETAILS**’”. (14mks)

EMPLOYEE NO.	NAME	DEPARTMENT	MARITAL STATUS	SALARY	AGE
2213	JOHN CLAY	DRIVER	MARRIED	8,000.00	35
2214	ROSE JOHNS	CLERK	MARRIED	10,000.00	40
2215	PETER ROGERS	DOCTOR	MARRIED	50,000.00	45
2216	JED OTIENO	ACCOUNTANT	SINGLE	20,000.00	25
2217	VINCENT JED	DRIVER	SINGLE	8,000.00	20
2218	ALLAN LIMO	GROUNDSMAN	SINGLE	4,000.00	22
2219	PETER OLOO	ASS. MANAGER	MARRIED	80,000.00	35
2220	HUSSEIN KIMANI	CASHIER	SINGLE	15,000.00	26
2221	ROBERT KIBANI	WATCHMAN	SINGLE	5,000.00	28
2222	JANE LESSOS	SECRETARY	MARRIED	6,000.00	31
2223	LUCY OJWANG	CLERK	MARRIED	8,000.00	30

- (ii) Create screens for each table for inputting the data in the table above (6mks)
- (iii) For each of the tables, choose the most appropriate key. (3mks)
- (iv) Create a relationship between the two tables. (4mks)
- (c) Create a query from the two tables 'employee details' and 'personal details' to display the fields Name, Department and Salary for those employees who earn more than 10,000.00. Save as **EMPQUERY**. (6mks)
- (d) (i) Generate a tabular report with landscape orientation from the tables to display the fields in the following order. (6mks)
- EMPLOYEE NO. NAME SALARY DEPARTMENT AGE**
- (ii) Sort records in the report in alphabetical order of the name field. (2mks)
- (iii) Compute the total of salary for all the employees and place it below the salary column. Save as **EMPREPORT**. (5mks)
- (e) Print **EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EMPQUERY** and **EMPREPORT**. (2mks)

