NAME: …………………………….........................INDEX NUMBER: ………………

SCHOOL: …………………………….....................CANDIDATES SIGNATURE:..........

DATE: ……………………………………………..

451/2

COMPUTER STUDIES

PRACTICAL

PAPER 2

JULY/AUGUST 2015

2$^1/_2$Hours

KAMDARA JET EXAM-2015
Kenya Certificate of Secondary Education (K.C.S.E)

INSTRUCTIONS TO CANDIDATES

1.   Indicate your name and index number at the top right of each printout.

2.   Write your name and index number on the storage medium provided.

3.   Write the name and version of the software used for each question attempted in the answer sheet.

4.   Passwords **should not be used** while saving in the storage medium.

5.   Answer **all** the questions.

6.   All questions carry equal marks

7.   All answers must be **saved** in your storage medium

8.   Make a printout of the answers on the answer sheets provided.

9.   Hand all the **printouts** and the storage medium.

This paper consists of 1Printed pages.
Candidates should check the question paper to ensure that all the
Papers are printed as indicated and no questions are missing.

1. (a) Type the following document exactly as it appears and save it as mock.doc (36 marks)

MINISTRY OF HEALTH
P.O BOX
PRIVATE BAG
NAIROBI
20/6/2015

<Title> <Doctors Name>
<Hospital>
<Address>
<city>

Dear <DR> <Doctors Name>

<u>**REF: CLASSIFICATION OF HIV/AIDS**</u>

Greetings. Below is a letter highlighting the new developments on HIV/AIDS, for your action.
Wars have been responsible for major changes in sexual lifestyle. By separating families, wars are responsible for the adulterous and promiscuous behaviour of behaviour of spouses especially the males who are away and living under stressful conditions. Rape is commonly found during wars. Prostitution, including child prostitution thrives during wars.

This has been reinforced repeatedly by the many conflicts which have occurred in many parts of the world. One of the most important activities, which these wars have facilitated, has been the increase of prostitution, which in turn has been closely associated with the spread of sexually transmitted diseases. Prostitution and sexually transmitted diseases are now known to be closely associated with the spread of AIDS. It also now appears that these were the very conditions that were needed for the evolution of the AIDS war to occur. The 1960s brought with them independence in various African countries... There was large scale migration of school leavers from rural to urban areas where jobs were easily available then. A new community of urban workers was thus created and was to become very important in the spread of AIDS later. There were the perfect targets for tourism, prostitution, including international prostitution, sexually transmitted diseases and decontrolled diseases.

There are two types of viruses thus cause AIDS:

- HIV-1
- HIV-2.

HIV-1 and HIV-2 are thus brothers. They come from a family of other viruses, which are known as retroviruses. They have peculiar enzyme, which enables them to change their genetic or inheritance mechanism, when they get into the human body. When the viruses get into the body they enter only the cells called T-lymphocytes. These are responsible for the manufacture of immune substances.

How is HIV spread?

HIV/AIDS is transmitted through the following ways:

1. Sexual contact with a person infected with the virus

2. From an infected mother to her unborn child in the womb, during birth or soon after birth.

3. Transfusion with infected blood or blood products.

4. HIV contaminated cutting and skin piercing instruments e.g. needles, razors, knives (e.g. during circumcision.)

5. Occupational exposures like for medical personnel.

6. Sharing toothbrushes if one has bleeding gums.

7. Deep kissing if one has open wounds in the mouth

   In conclusion HIV/AIDS can be managed by well administering of ARVS.

Yours

Abdalla Mwangi

Permanent Secretary

Health Ministry

2.) You are required to

   i. Include the following fields in the data source.

       <Title> < Doctors Name><Hospital><Address><city><town>   (5 marks)

  ii. Mail merge above letter to four different doctors.   (4 marks)

 iii. Insert today's date as footer.   (1 marks)

 iv. Replace all occurrences of the word worker with employee. Save as Mock 1.doc (2 marks)

  v. Print Mock.doc and mock1.doc   (2marks)

2. The table below shows a section of Carsal High School fee payment by the students.

Adm. No.	Date	Name	Fee paid	Fees balance
3005	3/5/2015	Abdi Hassan	2000	
3015	3/5/2015	Esther Nyaguthii	2000	
3025	3/5/2015	Purity Njeri	4000	
2932	3/5/2015	Chris Kabui	2500	
2923	4/5/2015	Elizabeth Okoth	3000	
3005	4/5/2015	Abdi Hassan	2000	
2198	4/5/2015	Kelly Njoroge	6000	
2010	5/5/2015	Paul Mwangi	1000	
2675	5/5/2015	Florence Mwende	2900	
3005	5/5/2015	Abdi Hassan	6500	
3025	6/5/2015	Purity Njeri	5000	
3034	6/5/2015	David Omondi	2000	
2010	6/5/2015	Paul Mwangi	1200	
2501	7/5/2015	Nyanmito Kelly	2000	
2736	7/5/2015	Liz Kwamboka	2200	
3025	7/5/2015	Purity Njeri	2000	
2010	8/5/2015	Paul Mwangi	4000	
2198	9/5/2015	Kelly Njoroge	2600	
2236	9/5/2015	Julia mundu	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 exer1   (12marks)
b. Copy the worksheet and paste it in sheet 2. Rename the worksheet as Master   (4marks)
c. Format the column headers so that they are aligned at 45^0 and bold them.   (3marks)
d. Let the figures be in thousands be separated by a coma and format the figures so that they read KES.
                                                                                                          (3marks)
e. Sort the names in ascending order.   (2marks)
f. Using a function determine the grand total amount paid by each student for the month.   (12marks)
g. Filter the database above to show the names of those students whose names start with P. copy the list and paste it in sheet three. Rename the sheet to master1   (5marks)
h. 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 master2.   (2marks)
i. 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.   (3marks)
j. Print Master,Master1 and Master 2.   (4 marks)