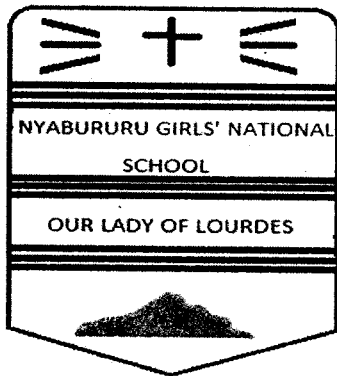


NAME ..... CLASS ..... NO.....

Signature .....



**FORM 4 COMPUTER STUDIES  
PAPER 2 (PRACTICAL)  
JANUARY SERIES 2014  
TIME:**

<i>Date done</i>	
<i>Invigilator</i>	
<i>Date returned</i>	
<i>Date revised</i>	

**Instructions**

- Type your name and index number at the top right hand corner of each print out.
- Sign and write the date of the examination below the name on each printout.
- Write your name on the diskette.
- Write the version of the software used for each question attempted in the answer sheet.
- Passwords should not be used while saving in the diskettes.
- Answer all questions.
- All questions carry equal marks.
- All answers must be saved in your diskette.
- Make a printout of the answers on the answer sheets provided.
- Hand in all printouts and the diskettes.

1. A firm in Nairobi provides computer spare parts to its customers. The firm wishes to work out the pay details for its employees and present a report.

NAME	YEAR WORKED	BASIC PAY	DEPARTMENT	SALES	HOURS OF OVERTIME	MELEAGE
JOHN	9	14,000	ADMIN.	16,000	10	120,000
BILLY	23	18,000	SALES	25,000	11	130,000
LILLY	5	7,000	MARKETING	22,000	12	112,000
EVANS	17	18,000	SALES	12,000	15	134,000
GIDEON	18	16,000	ACCOUNTS	11,000	22	123,000
HUMPHREY	3	25,000	ADMIN.	30,000	12	10,200
CEDRIC	11	19,000	SALES	35,000	33	132,000
ALVAN	15	15,000	MARKETING	14,000	14	112,000
PENINA	11	23,000	ADMIN.	25,000	0	12,000
STEVE	8	17,000	ACCOUNTS	14,000	7	154,000

- (a) Using the information above, design an appropriate spreadsheet and enter the given data, give it a suitable title. Save as FIRM 1. (14mks)
- (b) (i) Calculate the total sales and total mileage and label them accordingly. (6mks)  
(ii) The employee's sales commission is calculated as 11% of the employee's sales. Input this commission rate in cell C20 and label it appropriately. (6mks)  
(iii) Insert a new column labeled "Sales Commission" between "sales" and hours of overtime. (2mks)  
(iv) Create a formulae to get the sales commission for all other employees and save as FIRM 2. (3mks)
- (c) (i) Convert the basic pay and sales to two decimal places. (3mks)  
(ii) Use the IF function to put the remark 'GOOD' in a new column labeled REMARK for only those employees whose sales is greater than 22,000.  
(iii) Apply a double line border to the whole worksheet. Save as FIRM 3. (3mks)
- (d) Print FIRM 1, FIRM 2 and FIRM 3.
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 EMPLOYEES.
- (b) (i) Using the table below create the appropriate fields and split the data into two tables. (2mks)

**'EMPLOYEE DETAILS' AND 'PERSONAL DETAILS'.**

<b>EMPLOYEE NO.</b>	<b>NAME</b>	<b>DEPARTMENT</b>	<b>MARITAL STATUS</b>	<b>SALARY</b>	<b>AGE</b>
2213	JOHN CLAY	DRIVER	MARRIED	10,000	40
2214	ROSE JOHNS	CLERK	MARRIED	50,000	45
2215	PETER ROGERS	DPCTPR	SINGLE	20,000	25
2216	JED OTIENO	ACCOUNTANT	SINGLE	8,000	20
2217	VINCENT JED	DRIVER	SINGLE	4,000	22
2218	ALLAN LIMO	GROUNDSMAN	MARRIED	80,000	35
2219	PETER OLOO	ASS. MANAGER	SINGLE	15,000	26
2220	HUSSEIN KIMANI	CASHIER	SINGLE	5,000	28
2221	ROBERT KIBANI	WATCHMAN	MARRIED	6,000	31
2222	JANE LESSOS	SECRETARY	MARRIED	8,000	30
2223	LUCY OJWANG	CLERK	MARRIED	8,000	35

- (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.
- (e) Print EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EMPQUERY AND EMPREPORT. (2mks)