NAME...CLASS.........C/NO............

SIGNATURE...

NYABURURU GIRLS'
NATIONAL SCHOOL

OUR LADY OF LOURDES
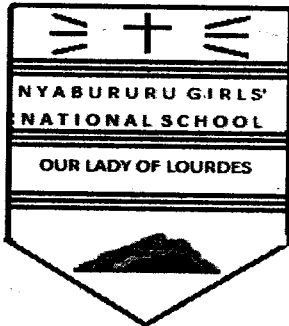
DATE DONE...

INVIGILATOR...

DATE RETURNED.......................................

DATE REVISED..

FORM 4 COMPUTER STUDIES
PAPER 2 MARCH SERIES, 2014
TIME: 2 HOURS

INSTRUCTIONS
Answer all the questions.

1. (a) Create a new workbook and name it as form 2 computer Exams. (1mk)

Name	Class	Adm. No	CAT	CAT2	CAT 31	Total	Average	Lass position	Remarks
Maina John	E	7984	80	70	59				
Ken Korir	W	7896	75	55	72				
Benard K.	E	8092	86	59	75				
John Soi	E	7460	80	79	70				
Kipsang Bett	W	7892	76	75	80				
Mitei E.	W	7800	38	48	25				
Mark J.	E	8490	37	51	29				
Koech Ben	w	8184	30	86	75				
James W.	E	8082	25	27	20				
Abuya Ken	E	8083	30	25	25				
Leonard B.	w	8047	39	24	25				

(b) Enter the following data   (20mks)
(c) Rename the sheet as Term one results   (1mk)
(d) Find:
i. Totals
ii. Average

(e)Use IF function to award remarks as follows: (3mks)

- A student whose average is above or equals 65 is given "Excellent"
- An average of 55 or above but less than 65 award "average work"
- An average less than 55 award "work below average"

(f) (i) Award position to student basing on the average scored.   (3mks)
   (ii) On the last rows enter formulas to count students from both classes.   (2mks)

(g) Sort the students list by class position in ascending order.   (2mks)
(h) (i) Copy the entire worksheet onto sheet 2 and rename it "lower group"   (2mks)
   (ii) Filter "Lower group" sheet to display students from "E" class and whose average score is
below 50.
                                                                                  (4mks)
(i)   Draw a bar graph to display the following information
         - the three cats

2

- names
- title as "TERM ONE COMPUTER RESULTS"
  - I. place the legend at the bottom of the graph (1mk)
  - II. save the chart on a new sheet and name it graphical analysis (1mk)

(j) Print

- i. the filtered lower group (1mk)
- ii. the chart (1mk)
- iii. term one results sheet (1mk)

2. (a) Fig 1. Below indicates contributions made by Marktime company employees to their welfare fund.

Employee ID	Name	Address	Town	Department	Receipt No.	Amount paid
001	Ouma Derrick	6540	Kitale	Computer	M220015	9600
002	Peter N. Biwott	5032	Nairobi	Accounting	M220014	
003	Kirui B. Paul	4215	Eldoret	Marketing		
004	John Makokha	7235	Nakuru	Administration		
005	Kimani Joseph	1284	Wajir	Purchasing		
006	J.K. Mbegi	1325	Kisii	Sales		
003	Kisuri B. Peter	4215	Eldoret	Marketing		
001	Ouma Derrick	6540	Kitale	Computer		
005	Kimani Joseph	1284	wajir	purchasing		

a) (i) Split the data into two tables "Employee details table" and Contributions table" with a one to many relationship. Write on the paper provided the attribute for each table (10mks)

(ii) Create a database named "Welfare" to store the data above. (4mks)

(iii) Choose the most appropriate key for each table and write it on the paper provided. (6mks)

(iv) Create a relationship between the two tables.   (4mks)

b) (i) Create forms one for each table for inputting data into the tables.   (8mks)
   (ii) Enter the records in Figure 1 above into tables using forms.   (9mks)
c) Generate a tabular report including the following fields: Employee Id, Name, Department, Receipt No, and Amount paid. The report should also show the total contributions made.

                                                                        (6mks)
d) Print the Employees Details table, Contributions table and the report.   (3mks)

You work with the ministry of finance as an economic planner. The government is in business with other countries and you have been credited with the task of analyzing its income and expenditures. After a few months, you come up with the following data. All figures are in thousands of Kenya shillings except the percentages.