

Name:..... Index No...../...
Candidate's Signature.....
Date.

451/2
COMPUTER STUDIES
Paper 2
Trial 1 - 2012
2 Hours

Kenya Certificate of Secondary Education (K.C.S.E) – Trial Examination

451/2
COMPUTER STUDIES
Paper 2
Trial 1 - 2012
2 Hours

INSTRUCTIONS TO CANDIDATES

- ❖ *Type your name and index number at the top right hand corner of each printout.*
- ❖ *Write your name and index number on the CD.*
- ❖ *Write the name and 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.*
- ❖ *Make printouts of the answers on the answer sheets provided.*
- ❖ *Hand in all the **printout** and the **CD**.*
- ❖ *Candidates may be penalized for not following instruction given in this page.*
- ❖ *Arrange your printout and staple them together*

TRIAL 1

This paper consists of 5 printed pages

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Computer studies pp2 trial 1 2012



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QUESTION ONE

- a) Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below. (25 marks)

MWANGAZA HIGH SCHOOL

P.O.BOX 4800

KERICHO

8TH JULY 2008

<NAME >, <ADMNO>,

<ADDRESS>

<TOWN>

Dear <NAME>

REF: 2007 KCSE RESULTS.

I am happy to inform you that the NOV –DEC Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00 a.m. in order to know the details. Remember to carry your original KCPE certificate and examination registration card- bearing the index number.

Your's truly,

Headteacher

Data source (List of Candidates)

Name	Adm. No	Address	Town	Date to visit
Mark Otieno	8074	P.O.BOX 24	Sondu	02/03/08
Kevin Kirui	8189	P.O.BOX 172	Kericho	08/03/08
Bernard Soi	8065	P.O.BOX 84	Bomet	24/03/08

Required:

- i) **Save** Main document as **Main Doc** (3mk)
- ii) **Save** Data source as **Datasource** (3mk)
- iii) **Change** the addresses and reference font size to 14 (2mks)
- iv) **Underline** the reference (2mks)



v) **Merge** the letter onto main document so as to produce copies for all the three candidates and save it as '**Results 2007**'. (9mks)

vi) **Print** the letters (3mks)

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

Name	Class	Adm. No:	CAT 1	CAT2	CAT3	Total	Average	Class Position	Remark
Maina John	E	7984	80	70	59				
Ken Korir	W	7896	75	55	72				
Bernard K.	E	8092	86	59	75				
John Soi	E	7460	80	79	70				
Kipsang Bett	W	7892	76	75	80				
Mitei E.	E	7800	38	48	25				
Mark J.	W	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				
Leonand B.	W	8047	39	24	25				

(b) **Enter** the following data in sheet 1 (20mks)

(c) **Rename** the sheet as **Term one results** (1mk)

(d) Find :
i) Totals (2mks)

ii) Average (2mks)

(e) Use the **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 sheet2 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) Create a bar graph to display the following information (3mks)

- The three cats
- Names
- Title as "TERM ONE COMPUTER RESULTS"

-Place the legend at the bottom of the graph (1mk)

-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)