NAME..

SCHOOL. ....……........**ADM NO**…………………….………

451/2

COMPUTER STUDIES

PREMOCK JOINT EXAM

Computer Studies
Paper 2
(PRACTICAL)
2½ hours

INSTRUCTIONS TO CANDIDATES

1. *Write your name and index number at the top right hand corner of each print out.*
2. *Write your name and index number on the Compact Disk.*
3. *Write the name and the version of the software used for each question attempted in the answer sheet.*
4. *Answer **ALL** the questions.*
5. *All questions carry equal marks.*
6. *Passwords **should NOT be used** while saving in the Compact Disk.*
7. *All answers **MUST BE** saved in your CD.*
8. *Make a print out of the answers on the answer sheets provided.*
9. *Arrange your printouts and tie/staple them together and use the best fit i.e. landscape or portrait for your printouts.*

1. Xyz hospital intends to use a database to manage doctors and patients' records.

   a) Open a database program and create a database named XYZ hospital.   (1mk)

   b) (i) Create three tables named **tbldoctor**, **tblpatient** and **tblailment** in the database
      file created in (a) using the following details.   (8mks)

   tbldoctor

Field Name	Data Type and Field properties
Doctor_ID	Text
First Name	Text(size=10)
Last Name	Text (size=10)
Specialization	Text(size=20)

   tblpatient

Field Name	Data Type and Field properties
S_No	Autonumber
Patient_No	Text
Patient Name	Text
County	Text
Age	Number
Gender	Yes/No (yes for Female)
S_No	Autonumber

   tblailment

Field Name	Data Type and Field properties
Doctors_ID	Text
Patient_NO	Text
Ailment	Text
Date of Visit	Date & time
Charges	Currency

   ii) Set primary key(s) and create relationships between the tables   (5mks)

   (iii) Enforce referential integrity between the tables   (3mks)

   (iv) Create three input screens with navigation buttons for each table, give your forms
   appropriate titles   (6mks)

v) Enter the following data into their respective table in the database   (10mks)

tbldoctor

Doctor_ID	First Name	Last Name	Specialization
D_001	Jim	Green	Nephrologist
D_002	Lucy	King	Pulmonologist
D_003	Bob	Smith	Dermatologist
D_004	Alexia	King	Endocrinologist
D_005	Nelly	Walk	Neurologist
D_006	Freda	Ford	Pulmonologist

tblpatient

Patient_No	Patient Name	County	Age	Gender
P_101	Abigael Marie	Nairobi	41	F
P_102	Alexa Kate	Nakuru	32	M
P_103	Alexander William	Kericho	33	M
P_104	Brianna Lynn	Kericho	40	M
P_105	Aiden Lake	Kajiado	24	F
P_106	Anelia Faith	Bungoma	20	F
P_107	Alexis Jade	Busia	39	M
P_108	Benjan Clay	Nairobi	30	M

tblailment

S_NO	Doctors_ID	Patient_No	Ailment	Date of visit	Charges
1	D_006	P_101	Cold &flu	12/7/2019	2,000
2	D_005	P_102	Conjuctivitis	14/8/2019	15,000
3	D_006	P_103	Headaches	15/8/2019	18,000
4	D_004	P_104	Stomach aches	19/9/2019	5,000
5	D_004	P_101	Diabetes	20/9/2019	20,000
6	D_003	P_105	Cancer	28/10/2019	85,000
7	D_003	P_106	Asthma	2/10/2019	13,000
8	D_002	P_107	Arthritis	3/11/2019	14,000
9	D_001	P_108	Tuberculosis	4/11/2019	10,000
10	D_005	P_102	Cancer	4/11/2019	80,000

vi) Create a query to display the fields;

   a) Patient_ID, Patient Name, Doctor_ID for all patients treated by D_006. Save query as **D_006patients.** (2mks)

   b) Patient_No, Ailment, Date of Visit and the actual charges if 5% discount was offered to patients. Save query as **patientpayments**. (3mks)

   c) Doctor_ID, First name, Last Name and specialization; combine First name and Last name, Save query as **DoctorName.** (3mks)

   d) Doctor_ID, First name, Last Name and specialization; Sort specialization field in descending order, Save query as **Sort.** (2mks)

vii) Create a macro for **D_006patients** query, save query as **D_006patients macro** (2mks)

ix) Create a report to display S-NO , Doctors_ID, Patients_No, Ailment and charges.

   The report should display sutotals for each patients charges and the grandtotal, save the report as grand total (5mks)

viii) Print grandtotal report (1mk)

2. (a) Using a Word Processing package, type the congratulatory note below as it appears and save it as CONGRATURATIONS. (15mks)

MAGS Software Co. Ltd
P.O. Box 5678
Kericho
5/9/2021

MAGS

<<First Name>><<Last Name>>
<<Address>>
<<County>>

Dear**<<First Name>>**

RE: CONGRATULATIONS

Due to your hard work and selfless commitment, you shown this year, the company wishes to congratulate you for emerging the best in our internal interview that you applied for. Your new position will be **<<Position>>** and your new salary scale will be**<<Amount>>.**

Yours faithfully,

Gregory Bruce
PERSONNEL

(b)   Create a data source with the following details and use it with the letter you have just typed to generate personal letters. Save the file as **personnel**.
Save it as Details.   (15mks)

George Kinoti	Wilberforce Kenya	Henry Odongo
P. O. BOX 5678	P. O. BOX 5678	P. O. BOX 5678
Kericho	Kisumu	Kilgoris
Software Developer	ICT Officer	Database Admin
Ksh.125000	Ksh.125000	Ksh.125000
Grace Akinyi	Beth Mugo	SharonWangoi
P.O. BOX 5678	P. O. BOX 5678	P. O. BOX 5678
Nakuru	Migori	Nandi-Hills
System Admin	Secretary	Accountant
Ksh.120000	Shs.30000	Shs.45000

(c)   Insert data fields in main document and generate the letters for the employees.
(10mks)

(d)   Generate individualized envelops for each employee   (8mks)

(e)   Print the first two letters.   (2mks)