**Name………………………………………………… ADM No……………………………………………**

**Class ………… ……….. Date…………………………SIGN………………………………….**

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2 ½ HOURS**

**ASUMBI GIRLS HIGH SCHOOL**

**TERM 2– DECEMBER 2021**

**FORM 4 – COMPUTER STUDIES PAPER 2**

**Instructions to candidates**

* Type your Name and Index No at the top right hand corner of each printout.
* Write your **Name** and **Index No** on the **CD**
* Write the Name and version of software used in each question on the answer sheet
* Passwords should not be used
* Answer **ALL** the questions
* All answers must be saved in a **CD**
* Make printouts of the answers

|  |  |
| --- | --- |
| **QUESTION**  | **MARKS** |
| **QN1** |  |
| **QN2** |  |
| **TOTAL** |  |

***Candidates should check the question paper to ascertain that all pages are printed and no questions are missing***

**QUESTION ONE**

Tip Top consultants has shortlisted candidates for an interview for various positions in their organization. The following is a standard letter for each of the candidates to be interviewed.

The information enclosed in << >> represents details about recipients, position, date and time of the interview.

1. Using a word processor, type the documents as it appears and save it as **letterMain**

 (16 marks)

**Tip Top consultants**

 *Top Human Resources Consultants*

P.O. Box 456, Tel: 03221345

Nairobi. Email:info@tiptop.co.ke

Monday, 11 April 2015.

<< First Name >> << Second Name >>,

P.O. Box << Adress>>,

<< Town >>.

Dear<<Title>> << Second Name>>,

**RE: INVITATION FOR AN INTERVIEW**

Following your application for the position of << Position >>, I am glad to inform you that you have been shortlisted. You will be required to report for an interview on <<Date>> at <<Time>>. You are required to bring the following documents with you.

* Identity card
* Original certificates
* Two passport size photographs
* A reference letter

We are looking forward to seeing you.

Yours faithfully,

Pascal Sasha

**Consulting partner**

1. Insert the following as a footer:

Vision: “To *be a leader in the provision of quality Human Resource for development*”

 (2 marks)

1. Create the logo in Figure 1 and position it below the statement ‘Top Human Resources Consultants’. ( 6 marks)

**NMS**

 Figure 1

1. Table 1 shows details about shortlisted candidates. Create a data source to store information in the table and save it as **ListFile**. ( 11 marks)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Second Name** | **Address** | **Town** | **Position** | **Date**  | **Time** |
| Miss | Anyango | Patricia | 3656 | Kisumu | ICT Assistant | 6th Dec  | 11:30 am |
| Ms | Caroline | Kandai | 3456 | Kajiado | Accountant | 6th Dec | 12:30 pm |
| Mr | Zachary  | Esokon | 123 | Lodwar | ICT Assistant | 7th Dec | 1:30 pm |
| Mrs | Susan | Chemutai  | 721 | Kericho | Accountant | 7th Dec | 2:30 pm |
| Mr | Jilo | Buya | 222 | Mombasa | Accountant | 8th Dec  | 12:00 pm |
| Mr | Sospeter | Kamau | 912 | Kiambu | Accountant | 9th Dec | 12:30 pm |

Table 1

1. Using mail merge feature, merge the files **letterMain** and **ListFile** and save the document as

**Merged Document.** (5 marks)

1. Insert page numbers at the top right hand sight in the merged document saved in (e) above (2 marks)
2. Using **listfile** as a data source, create a list of addresses to be printed on envelops as shown in figure 2 and save it as **envelopes.** (4marks)

<< Title>> << First Name>> << Second Name>> ,

P.O. Box <<Address>>,

<<Town>>.

Figure 2

1. Print the following: (4marks)
2. Lettermain
3. Listfile
4. Page 5 of the merged document
5. Addresses to be printed on the first envelope.

**QUESTION TWO**

Company XYZ sells products P, Q and R. figure 3 shows an extract of a spreadsheet for the company’s salespersons and their respective sales in shillings for each product.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B  | C | D | E | F | G | H |
| **1** | **SALES****PERSON** | **PRODUCT** **P** | **PRODUCT** **Q** | **PRODUCT** **R** | **TOTAL** **SALES** | **POINTS** | **CATEGORY** | **TOTAL** **PAY** |
| 2 | Clifford | 4,000.00 | 6,230.00 | 7,500.00 |  |  |  |  |
| 3 | Kamau | 4,500.00 | 6,700.00 | 8,000.00 |  |  |  |  |
| 4 | Shantel | 5,678.00 | 10,000.00 | 7,800.00 |  |  |  |  |
| 5 | Melinda | 3,200.00 | 4,000.00 | 9,600.00 |  |  |  |  |
| 6 | Kipkoech | 8,000.00 | 7,005.00 | 8,900.00 |  |  |  |  |
| 7 | Wekesa | 9,800.00 | 9,670.00 | 10,000.00 |  |  |  |  |
| 8 | Anyango | 2,700.00 | 3,400.00 | 2,300.00 |  |  |  |  |
| 9 | TOTAL |  |  |  |  |  |  |  |

 **Figure 3**

1. i) Using a spreadsheet package, enter the above information and save it as **SALES-TABLE**

 (9 marks)

ii) Format the worksheet to appear as it is. (4 marks)

1. i) type a formula:
2. at cell B9 to compute the total sales for product P; (1 mark)
3. at cell E2 to compute total sales for Clifford. (1 mark)

ii) Apply the formulae to the appropriate cells. (2 marks)

1. A salesperson earns points for the sale of each product based on the following criteria;
* 1 point for every shs 50 for product P,
* 2 points for every shs 65 for product Q,
* 3 points for every shs 40 for product R,
1. Type a formula in cell F2 to compute the total points earned by Clifford; (3 marks)
2. Apply the formula in(c) (i) to the rest of the persons. (1 mark)
3. A salesperson is categorized based on points earned as follows.

|  |  |
| --- | --- |
| **POINTS RANGE** | **CATEGORY** |
| Over 1300 | Gold |
| 1101-1300 | Silver  |
| Up to 1100 | Bronze |

Those salespersons attaining a Gold category earn a promotion

1. Type a formula in G4 to determine Shantel’s category. (5 marks)
2. Apply the formula in (d) (i) to other appropriate cells. (1 mark)
3. Type a formula in G10 to determine the number of salespersons who will earn a promotion.

 (4marks)

1. Each salesperson earns a total pay of shs 20,000 plus 2% commission of their total sales. Using absolute referencing, determine the total pay for each salesperson if value 2 is entered in cell B12.

 (5 marks)

1. Create a bar chart showing product P and product R sales for each salesperson. Insert appropriate labels on the chart. (9 marks)
2. Rename the worksheet containing the data as **salesData** and the chart sheet as **salesChart.**

 (2 marks)

1. Print the following: (3 marks)
2. **SalesData**;
3. **SalesData** showing the formula;
4. **SalesChart**

 **This is the last printed page**