**Candidate Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Index Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**451/2**

**Computer Studies – Practical**

**December 2021**

**Time 2 ½ hours**

**Kenya Certificate of Secondary Education**

**Sukellemo Joint Evaluation Mock**

**Instruction to the candidates**

1. *Write your name and index number on the CD/Removable disk provided*
2. *Answer all the questions*
3. *Passwords must not be used while saving any file*
4. *All files generated must be transferred to the removable storage disk provided*
5. *Hand in the printouts and the removable storage disk provided at the end of the exam*

***Question 1***

1. Use a suitable DTP software to create a new publication named Delivery note1 (1 mark)
2. Set the page layout to A4 portrait (1 marks)
3. Create the delivery note as it appears on Figure 1 (41 marks)
4. Fill in the heart symbol in dark blue (1 mark)
5. The logo is in orange color (1 mark)
6. Table border color is light blue (1 mark)
7. Use font size 11 Bell MT font type (1 mark)
8. Fit two copies on a new blank page. Save it as Delivery note 2 (2 marks)
9. Print delivery note 1 and delivery note 2 (2 marks)



**Figure 1**

***Question 2***

Study the following data carefully and use it to answer the questions that follow.

**Suppliers Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Id** | **Supplier Name** | **Supplier Location**  | **Supplier Contact** |
| S1 | Timeline | CBD | 012101210 |
| S2 | Super | Thika | 142145452 |
| S3 | Mjengo  | Dargoretti | 145213452 |
| S4 | Hardline | CBD | 451454214 |
| S5 | Effort  | Westlands | 471200124 |
| S6 | Mountain  | Karen | 415422540 |

**Products Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Code** | **Product Name** | **Supplier ID** | **Unit price (sh)** |
| P1 | Cement | S1 | 550 |
| P2 | Sand | S2 | 12500 |
| P3 | Ballast | S1 | 15000 |
| P4 | Nails | S4 | 150 |
| P5 | Pipes | S1 | 80 |
| P6 | Iron sheets | S6 | 750 |
| P7 | Putty | S5 | 450 |
| P8 | Wheelbarrow | S2 | 4500 |
| P9 | Metallic beams | S2 | 980 |
| P10 | Binding Wires | S3 | 350 |
| P11 | Sand Paper | S1 | 150 |
| P12 | Paint  | S3 | 6500 |
| P13 | Sockets | S6 | 450 |
| P14 | Screws | S5 | 20 |

**Customers table**

|  |  |
| --- | --- |
| **Customer Code** | **Customer Name** |
| C1 | Kenya High |
| C2 | Moi Girls |
| C3 | Tripple S |
| C4 | Lenana School |
| C5 | Light School |

**Sales table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transaction Code | Date of purchase | Customer Code | Product code | Number bought |
| T1 | 1/29/2021 | C3 | P8 | 5 |
| 1/29/2021 | P9 | 12 |
| 1/29/2021 | P10 | 21 |
| T2 | 2/3/2021 | C5 | P2 | 5 |
| 2/3/2021 | P3 | 8 |
| 2/3/2021 | P4 | 7 |
| 2/3/2021 | P2 | 9 |
| T3 | 2/15/2021 | C1  | P1 | 10 |
| T4 | 1/17/2021 | C3 | P2 | 2 |
| T5 | 1/31/2021 | C2 | P2 | 1 |
| 1/31/2021 | P1 | 1 |
| T6 | 3/14/2021 | C5 | P5 | 4 |
| T7 | 3/14/2021 | C4 | P4 | 2 |
| 3/14/2021 | P5 | 8 |
| 3/14/2021 | P6 | 7 |

1. Create a database and name it sales (1 marks)
2. By choosing appropriate data types and primary keys, crate table to hold data for products, suppliers, customer and sales (8 marks)
3. Establish relationships amongst the tables (2 marks)
4. Validate the following fields as shown: (3 marks)

|  |  |
| --- | --- |
| **Field** | **Validation** |
| Unit price | Greater than 10 |
| Number bought | Greater than 1 |
| Date of purchase  | Less or equal to 01/04/ 2021 |

1. Create data entry forms for each table. On each form place a command button for

Create: (12 marks)

1. Create new record
2. Save record
3. Delete record
4. Close form

**NB**: The forms should be named

1. Customer Form
2. Supplier Form
3. Sales Form
4. Product Form
5. Using the forms, enter the data shown above in the table (8 marks)
6. Create a query named Customer\_L to extract customer name and product code for customers whose name start in letter “L” (2 marks)
7. All products were supplied on 01/01/2021. Create a query called Stock\_days to show product code, product name and the number of days the between date of stock purchase and sale of stock (3 marks)
8. Create a query called product\_sales to show; Supplier name, product name, unit price and number bought and the total amount of sales from each product. (4 marks)
9. Based on query named product\_sales create a report named Sales\_Report with the following.

(5 marks)

Group it on product name

Show the total units sold

Total sales

1. Print the three queries and the report (3 marks)