3.24.2 Computer Studies Paper 2 (451/2)

1. Mavuno Group of hotels offer accommodation services to clients. The accommodation rooms are categorised as single, double or VIP; each attracting different rates. The rooms with fridges stocked with drinks attract an extra cost. The management of the hotel intends to use a spreadsheet program to compute the revenue from the rooms.

    (a) Open the spreadsheet program and create a worksheet to appear as shown in **Figure 1**. Save the workbook as **room charges**. (15 marks)

	A	B	C	D	E	F	G	H
1	SERVICE COST PER DAY							
3	Single (S)	1500						
4	Double (D)	2800						
5	VIP (V)	3200						
6	Fridge (F)	300						
7								
8	Room Id	Guest ID	Days	Room Status	Fridge Availability	Room Charges	Fridge Charges	Total Charges
9	363	RM001	3	D	Yes			
10	103	RM002	1	D	Yes			
11	368	RM003	1	S	No			
12	332	RM004	4	D	No			
13	370	RM005	5	D	Yes			
14	102	RM006	1	S	No			
15	383	RM007	4	D	Yes			
16	233	RM008	3	D	Yes			
17	325	RM009	3	V	Yes			
18	364	RM010	1	V	Yes			
19	114	RM011	1	D	Yes			
20	174	RM012	4	S	No			
21	330	RM013	5	D	Yes			
22	147	RM014	2	D	Yes			

Figure 1

    (b) Name the cell containing the value; 1500 as SR, the cell containing 2800 as DR, the cell with 3200 as VP and the cell with 300 as FR. (4 marks)

    (c) (i) In the column with title Room Charges, enter a formula that can be copied down the column to multiply the value in days by SR if the room status value is S or multiply the value in days by DR if the room status value is D or multiply the value in days by VP if the room status value is V. (8 marks)

        (ii) In the column with the title *Fridge Charges* enter a formula that can be copied down the column to compute *Fridge Charges*. (3 marks)

        (iii) In the column with the title *Total Charges*, enter a formula that computes the total of the *Room Charges* and *Fridge Charges* for each guest. (2 marks)

(d)   Format the *Room Charges*, *Fridge Charges* and *Total Charges* values as currency with zero number of decimal places.   (2 marks)

(e)   (i)   Copy all the contents of the current work sheet to a new worksheet   (1 mark)

       (ii)   Name the initial worksheet as ORIGINAL and the copied worksheet as NEW
                                                                                        (2 marks)

(f)   (i)   In the sheet named NEW, extract only the records whose ROOM STATUS is S.
                                                                                        (2 marks)

       (ii)   Create a column bar chart that compares the *Room Charges* and *Fridge Charges* for guests whose Guest Id are RM003, RM006 and RM012.   (4 marks)

       (iii) Insert the following labels in the chart created in (ii)

              ChartTitle   :   Single Room Revenue
              X–axis   :   GuestID
              Y–axis   :   Revenue in Ksh.   (3 marks)

       (iv)   Rename the chart sheet as **SREVENUE**.   (1 mark)

(g)   Printout later each of the following:

       (i)   ORIGINAL Worksheet   (1 mark)

       (ii)   NEW Worksheet   (1 mark)

       (iii) SREVENUE Chart   (1 mark)

2   The management of a county scout movement intends to award certificates of participation to the scouts who attended a fire rescue seminar. Assuming that you have been tasked to design the certificates.

(a)   Open a Desktop Publishing program and make the following page settings.
                                                                                        (4 marks)

       (i)   Orientation   :   landscape
       (ii)   Units   :   centimetres
       (iii) Papersize   :   A4
       (iv)   Margins   :   2 cm all round

(b)   Create the certificate as it appears in **Figure2**. Save the design as **Certificate**.
                                                                                        (45marks)
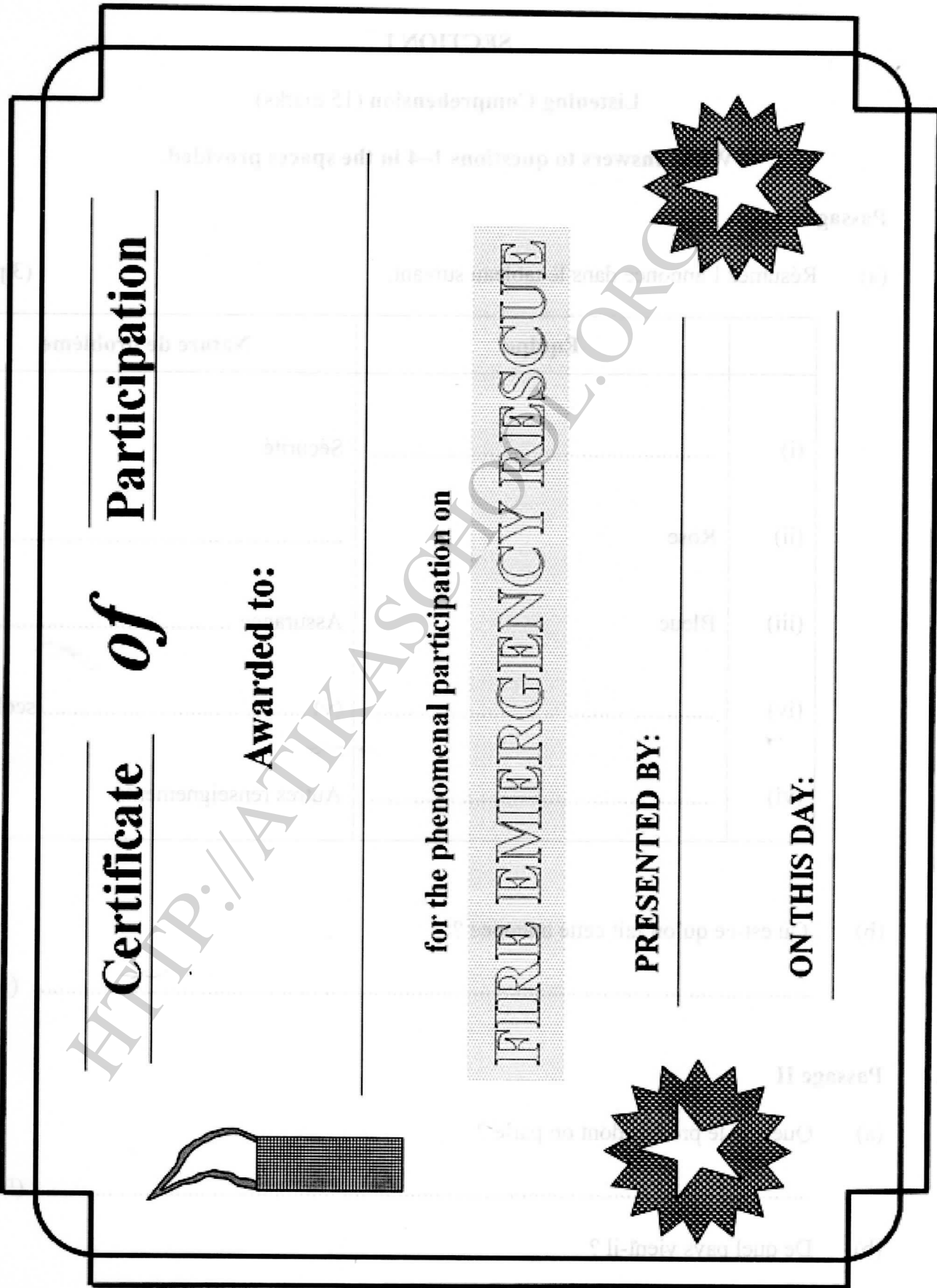
(c)   Printout the certificate later.   (1 mark)

Certificate **of** Participation

Awarded to: _____

for the phenomenal participation on

FIRE EMERGENCY RESCUE

PRESENTED BY: _____

ON THIS DAY: _____

Figure 2