COMPUTER STUDIES PAPER 2

1. Perfect Pizza Factory manufactures pasta for distribution to restaurants in Nairobi.Assuming that you are now working for the factory and have been given the following sales data:

	A	B	C	D	E	F	G	H	I
1	Restaurants	July	August	September	October	November	December	Total Product Sales	Average
2									
3	Nankos	34567	45671	89650	67222	56113	96282		
4	Burgees	100000	97600	82199	105999	140663	190654		
5	Kenge	96543	97600	82199	105999	140663	190654		
6	Tika	65000	97600	82199	105999	140663	190654		
7	Appetos	103456	97645	82297	105669	140220	175000		
8	Marries	76899	85400	96709	101324	140882	181230		
9	Generals	98000	97600	82199	105999	140663	190654		
10	My Café	25000	19654	15222	8000	5602	200		
11	Shooters	86777	75432	84366	105999	55678	201345		
12									
13									
14	Total Monthly Sales								

(a) **Enter the data shown above into a spreadsheet and save it as Exam 1.(10 marks)**

> ***Answer***
> Award 1 mark for each of the 10 rows (for correct entries only).

(b) **The sales for Appetos for October have been entered incorrectly, and should be 115669. Update the information in the spread sheet. (3 mark)**

> ***Answer***
> 115699 to replace 105669.

(c) **Move the row containing Tika's information to the beginning of the list above Nankos.   (1 mark)**

> ***Answer***
> Moving Row 7 to Row 2.

(d) **Delete the blank row after Shooters.   (1 mark)**

> ***Answer***
> Deleting of R12.

(e) **Format all numeric values to 2 decimal places and use comma separators.(2 marks)**

> ***Answer***
> Formatting to 2 decimal places
> Comma separator

(f)**Use a formula in Column H2 to calculate the Total Sales for the first restaurant.(1 mark)**

> ***Answer***
> = B2 + C2+ D2 + E2+ F2+ G2

(g) Copy the formula down (he column to calculate the Total Srestaurants.   **(I mark)**

> *Answer*
>
> Copy of the formula in (f)

(h) Use a formula to calculate the Total Sales for the Month of July. (2 marks)

> *Answer*
>
> = Sum (B2:B10)

(i) Copy the formula across the row to calculate the totals for the other months.(1 mark)

> *Answer*
>
> Copy of the formula in (h)

(j) Using an appropriate function, calculate the Average Sales for each restaurant in Column 1.   (3 marks)

> *Answer*
>
> = Average (B2 : G2)

(k) Format Columns H and I to currency with 2 decimal places.   (1 mark)

> *Answer*
>
> Formatting of "Total Product Sales' and 'average' to currency with   2dp.

1)   Given that the July sales were 10% above the sales for June in all restaurants:
 (i) enter the label *% increment' in cell A16 and a value 10 in cell Bl 6;(1 mark)

> *Answer*
>
> Value 10 in cell B 16.

 (ii) insert a column before July and use absolute cell referencing to calculate the sales for June;   (5 marks)

> *Answer*
>
> Insertion of a column.
> Formula C_2 *C16.
> Copy of formula·
> Saving (file = Exam 2)

 (iii   save the file as EXAM 2.   (2 marks)

> *Answer*

(m) Using a formula on cells B17 and B18 respectively, determine:
(i)   the number of restaurants whose sales were above 60000 for the month of November;   (2 marks)

> *Answer*
>
> = Count if (G2:G10, ">60 000").

(ii) the maximum sales for the month of December.   (2 marks)

> *Answer*
>
> = Max(H_2: H_{10}).

(n) Create a line graph on a new sheet (monthly sales) using th **in part (1) above and label the following: (8 marks)**

    Chart title: *Monthly Pasta Sales July-Dec 2005*
    Y-axis: *Total Monthly Sales*
    X-axis: *Month*
    Legend Position: *Right*

          Answer
               Chart sheet.
               Data selection.
               V chart type.
               Chart Title.
               Axes title.
               Legend placement.

(o) Print EXAM 1, EXAM 2 and the graph in landscape orientation.
(6 marks)
          Answer
               landscape orientation.
               hardcopies.

2.The Figure on page 5 shows the design of the cover page of a comprises of the front, the back and space in between where book pages will be attached. Use a desktop publishing package to design the cover page as follows:

(a) Create a new publication named book cover with the following page layout.
   (i) paper size: A4,
   (ii) orientation: landscape,
   (iii) margins: 3 cm or 1.18 inches all round.(4 marks)
      Answer

Margin - page layout	4 @ $\frac{1}{2}$ mark each	2
Orientation (order/arrangement of back/spine/front) $\frac{1}{2}$ mark		$\frac{1}{2}$
Paper size $\frac{1}{2}$ mark		
Saving (Book Cover) 1 mark		$\frac{1}{2}$
Fit of the three parts - back, spine and front		1
		1

(b)Enter the text and objects and format them as they appear in the Figure. The front and back sections of the book cover, each measures 18 cm (7.1 inches) by 12.5 cm (4.9 inches) and the space between them measures 1.7 cm (0.7 inches).   (45 marks)

Answer

FRONT COVER		
Authors / Rectangle		
Text typing 1 mark text either case $\frac{1}{2}$ mark		1
Text box positioning/text position at centre	$\frac{1}{2}$ mark	$\frac{1}{2}$
Insertion of Rectangle/text-box	$\frac{1}{2}$ mark	$\frac{1}{2}$
Fill type (gradient shading)/gradient centre	$\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning the rectangle	$\frac{1}{2}$ mark	$\frac{1}{2}$
Size	$\frac{1}{2}$ mark	$\frac{1}{2}$
Inserting textbox/thick outline border	$\frac{1}{2}$ mark	$\frac{1}{2}$
Book title		
text typing (capital) text + title case	1 mark	$1\frac{1}{2}$ **marks**
positioning in relation to the front cover	$\frac{1}{2}$ mark	

Activity	Marks
Computer	
Position of the computer $\frac{1}{2}$ mark	$\frac{1}{2}$
Drawing four polygons 4 @ $\frac{1}{2}$ mark	2
Filling polygons 4 @ $\frac{1}{2}$ mark penalise $\frac{1}{2}$ mark for wrong shading	2 marks
Stars	
Six sided star 1 mark / 5 sided and 8 sided $\frac{1}{2}$ mark	1
No outline $\frac{1}{2}$ mark	$\frac{1}{2}$
Fill pattern $\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning star 1 and star 2 @ $\frac{1}{2}$ mark	1
Copying and pasting star $\frac{1}{2}$ mark	$\frac{1}{2}$
Lower rectangle	
Positioning $\frac{1}{2}$ mark	$\frac{1}{2}$
Sizing $\frac{1}{2}$ mark	$\frac{1}{2}$
Outline (bigger) $\frac{1}{2}$ mark	$\frac{1}{2}$
Filling (fill) different from the border $\frac{1}{2}$ mark	$\frac{1}{2}$
Revised edition triangle	
Right angled triangle $\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning $\frac{1}{2}$ mark	$\frac{1}{2}$
Fill (white) - no shade $\frac{1}{2}$ mark	$\frac{1}{2}$
Text typing 1 mark (award $\frac{1}{2}$ mark is test is in one line)	1
Textbox rotation 1 mark	1
Quick revision guide	
Typing text (text & caps + initial) 1 mark	1
Background colour of the textbox $\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning of textbox $\frac{1}{2}$ mark	$\frac{1}{2}$
Nyota Publishing Press	
Typing Text 1 mark Text $\frac{1}{2}$ mark case $\frac{1}{2}$ mark	1
Positioning of textbox $\frac{1}{2}$ mark	$\frac{1}{2}$
Spine	
Typing of text (text & case) 1 mark	1
Rotating 1 mark	1
Positioning of text box $\frac{1}{2}$ mark	$\frac{1}{2}$
Background (fill pattern) $\frac{1}{2}$ mark	$\frac{1}{2}$
Fitting in between $\frac{1}{2}$ mark	$\frac{1}{2}$
Star	
Spine star	
Resizing/ 1 star fitting inside the spine $\frac{1}{2}$ mark	$\frac{1}{2}$
Shading $\frac{1}{2}$ mark	$\frac{1}{2}$
Copying star/existence of the star $\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning $\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning star 2 $\frac{1}{2}$ mark	$\frac{1}{2}$ marks

BACK PAGE

Big rectangle

Outline (thick border)	$\frac{1}{2}$ mark	$\frac{1}{2}$
Fitting	$\frac{1}{2}$ mark	$\frac{1}{2}$
Filling/any fill	$\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning	$\frac{1}{2}$ mark	$\frac{1}{2}$

Rounded rectangle

Outline (none)	$\frac{1}{2}$ mark	$\frac{1}{2}$
Filling (no fill)/ white	$\frac{1}{2}$ mark	$\frac{1}{2}$
Positioning/placement	$\frac{1}{2}$ mark	$\frac{1}{2}$
Sizing/fitting proportional to the rectangle	$\frac{1}{2}$ mark	$\frac{1}{2}$
Correct shape	$\frac{1}{2}$ mark	$\frac{1}{2}$

Text in rounded rectangle

Typing text 4 paragraphs (existence and completeness	@ 1 mark x 4	4
Bullets (style & character)	$\frac{1}{2}$ mark x 2	1
Paragraphing (spacing)	$\frac{1}{2}$ mark	$\frac{1}{2}$
title case -last paragraph	$\frac{1}{2}$ mark	$\frac{1}{2}$

ISBN rectangle

Text ISBN 214s	@ 1 mark	1
Bars varying thickness	@ 1mark	1
Position of ISBN and Bars	@ $\frac{1}{2}$ mark	$\frac{1}{2}$
No fill ISBN and bars	@ $\frac{1}{2}$ mark	$\frac{1}{2}$ marks

Text at bottom

Copyright symbol	$\frac{1}{2}$ mark	$\frac{1}{2}$
Text and case	1 mark	1
Positioning	$\frac{1}{2}$ mark	$\frac{1}{2}$

(c) Save and print the publication.   (1 mark)
   Answer

Printing	1 mark	**1 mark**

Beginning Computer Studies is one in a series of books published by Nyota Publishing Press to comprehensively cover introductory Computer Studies.

The content in the book is skilfully developed to enable the learners understand the concepts and skills expected at every stage of learning.

Exercises are provided at the end of each topic. The exercises are varied in terms of depth and scope.

Other books in this series are:

◆ An Easy Way to Teach Yourself Wordprocessing

◆ Management Information Systems

◆ Data Communication Essentials Dummies

How To Do Everything With Spreadsheet

©Nyota Publishing Press

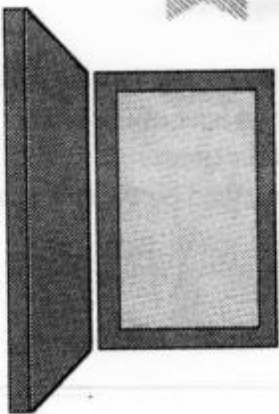ISBN 2 1 4 5

Beginning Computer Studies
A Quick Revision Guide

BEGINNING **C**OMPUTER **S**TUDIES

Peters Sylvester
Lynne Sliza

QUICK REVISION GUIDE

Nyota Publishing Press

REVISED EDITION
2012