Name..   Index Number................./...........
COMPUTER STUDIES   Candidates signature.................
451/2   Date...
PAPER 2
TIME 2 ½ Hours
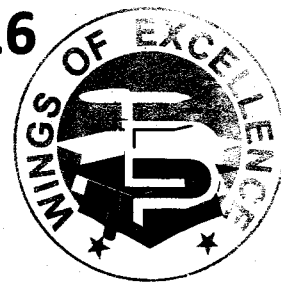
TARGETER K.C.S.E TRACKER 2016
SECONDARY EXAMS
FORM 3
COMPUTER STUDIES
Paper 2
2 ½ hours

INSTRUCTIONS TO CANDIDATES:

1. *Type your name and index number at the right hand corner of each printout.*

2. *Write you name and index number on the CD/Removable storage medium.*

3. *Write the name and 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 CD/Removable storage medium*

7. *All answers **must** be saved in your CD/Removable storage medium.*

8. *Make a printout of the answers on the answer sheets provided.*

9. *Arrange your printouts and tie/staple them together.*

10. *Hand in all the **printouts** and CD/Removable storage medium.*

1. (a) Use a DTP Software to design the following publication. Create a folder named Huruma and Save it as PUBLISH1. (30 marks)

(b) Change the page orientation of your publication to Landscape and set all your margins to 1.25". Place the publication at the centre of the page and save as Publish2. (4 marks)

(c) Using page two of Publish2, create the following invoice and save changes. (14 marks)

SHIP TO: **INVOICE**   VENDOR:

PURCHASE ORDER NUMBER				ORDER DATE	CONTACT		
REFERENCE		TERMS			F.O.B (destination unless noted)		
Item	Quantity	Unit	Description		Unit Price	Extension	Date Required
					TOTAL		

Signature _____   Date _____

(d) Print PUBLISH1, and Publish2. (2 marks)

2. The worksheet below represents marks of some form three students from Kigumo High School.

Name	Class	Math	Eng	Kiswa	Chem	Phy			
Kiptum A.	A	80	95	81	94	79			
Kimani J.	C	65	80	85	86	86			
Mweni N.	C	79	77	72	70	65			
Onchagu C.	B	91	73	68	64	68			
Wanjiku M.	A	69	67	89	82	90			
Oloo O.	B	71	63	71	60	78			
Mwashegwa A.	C	58	82	64	91	84			
Mwangemi B.	A	93	94	88	62	59			
Cheptoo N.	B	86	66	72	74	93			
Njoroge B.	B	87	73	63	83	63			

(a) Create a workbook to store the above information. Add an appropriate title for the worksheet. Save as Report (9 marks)

(b) Calculate the totals and average for each student and label the columns appropriately. (5 marks)

(c) Using appropriate function, rank the students according to their total marks such that each student gets a position. The positions should be in descending order. (5 marks)

(d) Calculate the average for each class in all subjects. (6 marks)

(e) Copy all the data to sheet2 and rename it as Updated. Add Ondiek who joined the school and had the following marks; Math 76, Eng 81, Kisw 74. He got 7% more than Oloo in Chem and 8% less than Kimani in Physics. Insert a new row and update the worksheet with Ondiek's details. Save as Report2 (9 marks)

(f) Sort the records using the field position. (2 marks)

(g) Create a pie chart showing the performance of Maths, English and Chemistry for the first three students. The chart should be on a new worksheet and should show percentage, have a legend and an appropriate title. (6 marks)

(h) i) Insert page number of the type 'page x of y' and change the paper orientation to landscape. (2 marks)
ii) Centre and merge the title (1 mark)
iii) Change all the page margins to 0.75" or 2cm and the paper size to A4. Save your edited workbook as Report3 (3 marks)
(i) Print the chart and Report2 (2 marks)