**Name: ……………………………………………….. Index No:………………………………….**

**School: …………………………………………….. Candidate’s Sign:…………………………**

**Date: …………………………………………………**

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**TERM 1, 2019**

**TIME 2 ½ HOURS**

**TOPSKILLS PUBLISHERS EXAMS**

***Kenya Certificate of Secondary Education (K.C.S.E)***

**451/2**

**Computer Studies**

**Paper 2**

 **INSTRUCTIONS TO CANDIDATES.**

* *Type your* ***name*** *and* ***index numbers*** *at the top right hand corner of each document.*
* *Label the CD provided with your name and Index Number*
* *Write the name and* ***version*** *of the software used for each question attempted in the answer sheet.*
* *Passwords should* ***not*** *be used while saving your work*
* *Answer* ***all*** *questions.*
* *All questions carry equal marks.*
* *Make printouts of the answers on the answer sheets provided.*
* *Hand in* ***all*** *the printouts and the CD*
* *Candidates may be penalized for not following instructions given in this paper.*
* *Arrange your print outs and staple them together.*
* ***This paper consists of 4 printed pages.***
* ***Candidates should check to ascertain that all pages are printed as indicated and that no questions are missing.***

**QUESTION ONE**

1. Create a database in the compact disk named ‘MAJENGO COLLEGE’. (2mks)
2. Create a table with the following fields using appropriate data types: Adm No, First Name, Last Name, Course, Date of admission and Completed. Save it as STUDENTS DETAILS. (8mks)
3. Set Adm No as a Primary key and the default value for the Date of Admission to reflect today’s date. (2mks)
4. Create a Columnar form that would be used to enter data into STUDENT DETAILS and save it as STUDENTS DATA ENTRY. (3mks)
5. Use the above form to enter the following data into the database. (6mks)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adm No.** | **First name** | **Last name** | **course** | **DOA** | **Completed**  |
| **3224** | John  | Flora | IMIS | 12/01/2010 | Yes |
| **4455** | Mary | Mutua | Accounts  | 24/12/2009 | Yes |
| **6677** | Benard | Maingi  | French  | 15/5/2010 | No |
| **7760** | David | Naja  | IMIS | 10/04/2010 | No |
| **2312** | Evy | Danson | French | 23/8/2009 | Yes |
| **6547** | Joy  | Kelly  | IMIS | 4/3/2010 | No |
| **6579** | Mwangi  | sam | IMIS | 18/4/2010 | No  |

1. Create a table named ‘FEE PAYMENT’ in the same database to contain Adm No, Fee Paid and Receipt No. (5mks)
2. Link STUDENTS DETAILS table to FEE PAYMENT table. (2mks)
3. Enter the following details directly into the FEE PAYMENT table (2mks)

|  |  |  |
| --- | --- | --- |
| **Adm No.** | **Fee paid** | **Receipt number** |
| **3224** | 12000 | 100 |
| **4455** | 30000 | 121 |
| **6677** | 30000 | 152 |
| **7760** | 25000 | 134 |
| **2312** | 30000 | 145 |
| **6547** | 23000 | 124 |
| **6579** | 30000 | 150 |

1. Create a query to display the following details: Adm No, First Name, Last Name, Fee Paid. Save as FEE PAID. (5mks)
2. Display a list showing the last name and Fee balance for all students who owe the college over 10000 given that the total fees for each course is 30000. Save as SEND HOME. (5mks)
3. Certificates are to be given only those who have completed their course and have paid the full amount. Create a query, having the Adm No, First Name, Last name and course for all students to be awarded the certificates. Save as GRADUANTS. (5mks)
4. Prepare reports for STUDENTS DETAILS, FEE PAYMENT, FEE PAID, SEND HOME and GRADUANTS. (5mks)
5. Print the reports in (l) above. (5mks)

QUESTION 2

1. Using Desktop Publishing application program, design the following publication. Name the file as HEALTHY\_EDITION (19Marks)
2. Prepare the page layout out as follows:
3. Custom paper size: Width = 11.6”, Height = 8.268’’ (2Marks)
4. Set the margins to 0.787” all round (2Marks)
5. Divide the page into TWO equal horizontal parts using a ruler guide. (2Marks)
6. The border of the design should start from the set margins (2Marks)

**NB:** After designing one part of the divided page, TWO copies of the publication should fit into one page in landscape as set up above.

1. Create a logo as shown to measure **height** 1.213” and **width** 1.118” (3Marks)
2. (i) The main title text (near the logo) should be of **Candara, Font size 26, Bold and Right aligned** (4Marks)

(ii) Set-up the rectangular object with the main heading to a background color of **Accent 1** (1Mark)

1. The text on the lower part of the publication should be formatted as follows: (3Marks)
* Color:  **Custom color combination (Red=51, Green=4, blue=252)**
* Alignment: **Left**
* Font: **Size 10**
1. Format all other text to **times new roman font type** and **font size 12** (2Marks)
2. Apply a style to the line below the text in columns and a thickness of 4.5” in weight . (1Mark)
3. Enforce hyphenations to the text in columns. (1Mark)
4. The star object with text “Reach every group” should be a 24-point star. Format the text inside to font type **Calibri.** (2Marks)
5. Make the designs to fit in one page (1Mark)
6. Group all objects in the two designs as one. (2Marks)
7. Insert a footer using your name, index number, aligned to the center (2Marks)
8. Print the publication. (1Mark)