

NAME _____ ADM NO. _____ CLASS _____



FOCUS A365
A M A N Y A M F R A N C I S E . C O M P R O D U C T I O N

451/2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
2022
2 ½ hours

END OF TERM ONE 2022 EVALUATION EXAMINATION
Kenya Certificate of Secondary Education
COMPUTER STUDIES
Paper 2
2 ½ hours

Instructions to Candidates

- 1. Type your name and index number at the top right hand corner of each printout.*
- 2. Sign and write the date of the examination below the name and index number on each printout.*
- 3. Write your name and index number on the compact disks.*
- 4. Write the name and version of the software used for each question attempted in the answer sheet.*
- 5. Passwords should not be used while saving in the compact disks.*
- 6. Answer all the questions.*
- 7. All questions carry equal marks.*
- 8. All answers must be saved in your compact disks.*
- 9. Make a printout of the answers on the answer sheets provided.*
- 10. Hand in all the printouts and the compact disks.*
- 11. This paper consists of 4 printed pages.*
- 12. Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.*

1. (a) Using a word processor, type the letter as it appears below and save it as **MOKASA.DOC** (17 marks)

P.O. BOX 689-00200
NAIROBI
TEL: 020-678-890
EMAIL: quickserve@quicksolve.org

Saturday 10th March, 2018.

<<First Name>><<Second Name>>,
P.O. BOX <<Address>>,
<<TOWN>>.

Dear <<Title>><<Second Name>>,

RE: INVITATION FOR INTERVIEW

Following your application for a position of Systems Engineer at Quicksolve Solutions through the advertisement published by our organisation in the May 3rd edition of the Daily News and I believe that you have the necessary credentials for this role.

We look forward to seeing you.

Yours truly,

Ashok Saini
Human Resource Manager

- (b) Create the Logo in the figure below and position it in the middle at the top of the document. Group the objects. (5 marks)



- (c) (i) Insert the following table of salary scales for different posts of Quicksolve solutions, after the last paragraph. (3 marks)

Position	Salary
Systems Engineer	120,000
Network manager	110,000
Operations manager	85,000
Control clerk	43,500

- (ii) Perform the following formatting options on the table: (4 marks)
- Table borders: Double line
 - Shading: First row
 - Text orientation of column headings: 90°
 - Toggle the Text case for the column headings

- (iii) Calculate the TOTAL and AVERAGE salary for the positions in the table respectively. (2 marks)

- (d) The table below shows details about the shortlisted candidates for the position advertised. Create a data source to store information in the table and save it as **App_List**. (8 marks)

Title	FirstName	SecondName	Address	Town
Mr	John	Wick	639	Kibra
Mr	Mark	Odinga	144	Nairobi
Mrs	Anne	Kamau	889	Nairobi
Mrs	Mary	Amandi	7654	Nakuru

- (e) Using mail merging, merge the files **MOKASA.DOC** and the **App_List** and save the document as **MERGED**. (6 marks)
- (g) Insert page numbers to the bottom of page in the merged document saved in (f) above, using format **page x of y**. (2 marks)
- (g) Print the following: (3 marks)
- i. MOKASA.DOC;
 - ii. App_List;
 - iii. John and Anne documents from MERGED;

2. The table below shows the admitted students in a certain institution. Study it and answer the questions that follow;

Adm_No	Name	Receipt_No	Year of study	Faculty	Total Fees	Amount Paid
209/001	Maloi	0001	1	Computer	35000	20000
209/002	Akinyi	0006	3	Science	30000	25000
209/003	Nduta	0009	2	Agriculture	32000	30000
209/005	Rop	0010	1	Engineer	35000	15000
209/006	Mutual	0101	5	Computer	35000	13000
209/007	James	0111	4	Science	30000	17000
209/008	George	0121	2	Computer	35000	16000
209/009	Jane	0123	3	Science	30000	26000

- Create a database file that can be used to store the above data. Name the file **Admissions**. (1 mark)
- Split the table into two tables named **Student Details** and **Receipt**. In each table choose the appropriate fields and data types (7 marks)
- Set appropriate primary keys and create a relationship between the two tables. (2 marks)
- Design an input screen to be used to enter data into each of the two tables and enter the data into the tables. (15 marks)
- Between **Adm_No** 209/003 **Adm_No** 209/005 is an omitted record **209/004**. Insert a new row in between the two records then enter the record below (2 marks)

Adm_No	Name	Receipt_No	Year of study	Faculty	Total Fees	Amount Paid
209/004	John	0124	4	Engineering	35000	8000

- Create a query to calculate the fee balance per student. Name it **Fee balances**. (2 marks)
- The total fees was increased by 10% in the new semester, create a query to calculate the total amount of fees to be paid by each student in the New Year. Name it **New Fees**. (4 marks).
- Create a query to Sort all records of students as per the faculty in ascending order. Name it **Faculties**. (2 marks)
- Create a query to extract records for all students in the faculty of computer and students whose names start with "M". Name it **Comp_students**. (2 marks)
- Create a well labeled chart to display the Name and New fees to be paid by each student and save it as **Chart**. (5 marks)
- Create a report named '**Student Statement**' showing the payment history and calculate the **Total Amount paid** by all students and the **Total Balance**, including the following fields: **Adm_No, Name, and Faculty**. Give a suitable title for your report. (4 marks)
- Print; (4 marks)
 - The two tables
 - All the queries
 - Chart
 - Report