

Name..... Adm No...../
COMPUTER STUDIES Candidates signature.....
451/2 Date.....
PAPER 2
PRACTICAL
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

- (a) Indicate your name and index number at the top right corner of each printout.
- (b) Write your name and index number on the CD/Removable storage medium provided
- (c) Write the name and version of the software used for each question attempted in the answer sheet.
- (d) Answer both questions
- (e) All questions carry equal marks
- (f) Passwords should not be used while saving in the CD/Removable storage medium provided.
- (g) All answers must be saved in your CD/Removable storage medium provided
- (h) Make a printout of the answers on the answer sheets provided.
- (i) Arrange your printouts and tie/staple them together.
- (j) Hand in all the printouts and the CD/Removable storage medium used.
- (k) This paper consists of 4 printed pages.
- (l) Candidates should check the question paper to ascertain that all the printed pages are printed as indicated and no questions are missing.

1. The table below shows data from a school showing enrolment in Kampala Secondary School various subjects in year 2010.

CLASS	F1	F2	F3	F4
ENGLISH	1200	1290	575	640
MATHEMATICS	1120	1340	1990	230
COMPUTER STUDIES	335	670	650	136
CHEMISTRY	550	600	400	350
BIOLOGY	800	650	450	300

- (a) Create the above worksheet and save the workbook as “Enrolment”. Include an appropriate title (11 marks)
- (b) Merge and centre the cells containing the title (2 marks)
- (c) It is expected that the enrollment for Physics will be $\frac{3}{4}$ that of biology. Type this value in cell B10 and using Absolute cell referencing, calculate the values for Physics in a new row after Chemistry. (9 marks)
- (d) Create a column chart showing the enrolment of English and Computer Studies in all the classes. The axis and titles should be well labeled and it should be in its own worksheet renamed “New Chart” (8 marks)
- (e) Save changes. (1 marks)
- (f) In the year 2011 it is expected that the enrolment in form 3 and form 4 will decrease by 10% and it will increase by 5% in Form 1 and 2 in all subjects. Give the expected enrolment for 2011 to the nearest whole number in a new **worksheet** in the same workbook renamed as “Student enrolment 2011”. (15 marks)
- (g) Save the workbook as New Enrollment. (2 marks)
- (h) Print Re-enrollment worksheet and the pie chart (2 marks)

2. a) Using a word-processor package, type the letter below as it appears and save it as office

(22 marks)

Computer Studies Department,

P. O. Box 301

Thika.

Kenya.

Tel: 067-765423

Dear Mr. B.J. Holmes

RE: I love MS-Office

It is a real pleasure to be able to write to you and express my undying love of your product. For many years now I have taken much delight in the use of Microsoft Office. Your software is just so good. Sometimes I think that all the excitement will just kill me. I find that everyday Microsoft office offers me new challenges. Holmes in short you and your great company give my life meaning, I thank you. I would be grateful if you could answer a small number of questions;

- What makes your products popular? Or could it be the lack of serious competition.
- Your products are so exciting where do you find your inspirations? Perhaps you could give some tips to the fourth form KCSE Computer Studies students
- Power rationing can be a real pain to a computer user. Do you have any suggestions as to how we can cope with it? Apart from moving to a different country?
- Finally, which is your favourite Teletubby? Dispylata or po? Of course its kacla-la-la. She is the coolest of them all.

By the way of a thank you, I would like to leave you with quip about computer experts

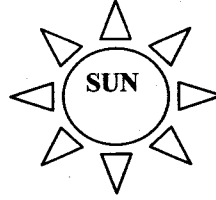
A computer Expert.....

*“.....someone who will know tomorrow
why things he predicted yesterday,
Did'nt happen today”*

OR

*“.....someone who is not always right,
But is often wrong for more sophisticated
Reasons.”*

Yours sincerely,



Mr. Hoff (On a sunny day)

- b) Spell check your document. (3 marks)
- c) Change the reference to the letter to font size 16, Bold and underline it. (3 marks)
- d) Format your first letter of your first paragraph to be Drop Cap to two lines. (3 marks)
- e) Insert a footnote “success comes after hard work” in your document. (3 marks)
- f) Save as office2 (2 marks)
- g) Find and replace the word computer with the word machine. (3 marks)
- h) Save your document as office3 (2 marks)
- i) Indent the Bulleted text once from the left margin. (2 marks)
- j) Put a page boarder around your document (3 marks)
- k) Double space the lines of the first paragraph
- l) Save as office4 (2 marks)