

Q2. [a] prepare the following spreadsheet as is displayed. Place each item in the appropriate cell. Then save it as exam 1 (7 mks)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	KNECKCSE RESULTS YEAR 2015														
2	Grade Table						NB:								
3	Grade Name			A	B	C	Award grade A for Average point of 3 only								
4	Grade Point						Award grade B for Average point from 2 to 2.9								
5															
6	SCHOOL PERFORMANCE														
7	SCHOOLNAME Gakunji Secondary School														
8	Subject	Cand	Grader			Average									
9			A	B	C	Grade	Point	Rank							
10	Maths		5	2	1	2									
11	Histry		5	1	1	3									
12	Geog		5	1	2	2									
13	School Average														
14															
15	SCHOOLNAME Kazibayi Centre														
16	Subject	Cand	Grader			Average									
17			A	B	C	Grade	Point	Rank							
18	Maths		5	5	0	0									
19	Histry		5	2	2	1									
20	Geog		5	1	3	1									
21	School Average														
22															
23	SCHOOLNAME Nairabi Boys School														
24	Subject	Cand	Grader			Average									
25			A	B	C	Grade	Point	Rank							
26	Maths		5	5	0	0									
27	Histry		5	2	2	1									
28	Geog		5	1	2	2									
29	School Average														
30															
31	SCHOOLNAME Mudamani Sec School Pumuan														
32	Subject	Cand	Grader			Average									
33			A	B	C	Grade	Point	Rank							
34	Maths		5	0	5	0									
35	Histry		5	0	4	1									
36	Geog		5	1	2	2									
37	School Average														
38															
39	National School Ranking							point	Rank						
40	School Name														
41	Nairabi Mai Girls														
42	Kazi Bayr centre														
43	Gakunji Sec Sch														
44	Mudamani Sec Sch														
45															

National Subject Performance					
Subject	Grade	Aug			
Name	A	B	C	Grade	Rank
Maths					
Geog					
Hirt					

- [b] Using formulae work out the average grades, points and then rank each school's subject performance. Save this spreadsheet as exam 2 (20mks)
- [c] Using formulae work out the national average points and ranks for the schools. save these changes as exam 3. (4mks)
- [d] Complete the national subject performance entries then save the changes as exam 4. (8 mks)
- [e] Prepare a column graph showing the distribution of mathematics grades at kazi boys school. Save this graph as graph. (1 mk)
- [f] prepare a pie chart showing the distribution of geography grades at Moi Nairobi boys school. Save this graph as graph 2. (1mk)
- [j] if the number of students who scored the grade A increased by 50% as compared to last year, how many grade A were score last year. (2 mks)
- if the performance of geography countrywide is expected to improve by 10 percent. after how long will geography performance reach its peak? (2mks)
- change the grade points as follows then save the changes as exam 5 (2mks)
- [i] Print exam1, exam2, exam3, exam4, graph1, graph2, and exam5

DATA ENTRY	Deduct 1 mark for every spelling mistake		5
SOFTWARE VERSION	Availability	1	1
HEADER	Student name	1	1
FOOTER	School name	1	1
SAVING	With correct name	2	
	With incorrect name	1	
	Not saved	0	2
PRINTING	Margins, balanced	2	2
	total		50