

**451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
FORM 4
MARCH / APRIL 2013
TIME: 2 ½ HOURS**

BARINGO NORTH TRIAL EXAMINATIONS - 2013
The Kenya Certificate of Secondary Education
(K.C.S.E)

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1. Word processor

- a) Type the text below as it is into a word processing software. (20 marks)

The corporate world has its own range of stress designed to play havoc with the psyche of an employee coping with ambiguous instructions, difficulties in co-ordination amongst various department, communication gaps, alienation and the constant conflicts that occurs between the employee's and the corporate norms or objectives are just a few of these. Many employees, with creative potential, exhibit a total lack of motivation and resign themselves to a boring routine, because of external compulsion. As they enter the corporate scene, many compromise their creative needs. They were compelled to hide their true selves behind corporate masks and follow the script written by their seniors and bosses.

Stress is created in the mind and this is where all attention is to be focused. Stress is not everybody's

- (First) Delicacy
(Second) Anxiety
(Third) Insomnia
(Forth) Irritability
(Fifth) Depression
(Sixth) Blood pressure and other cardiovascular complications

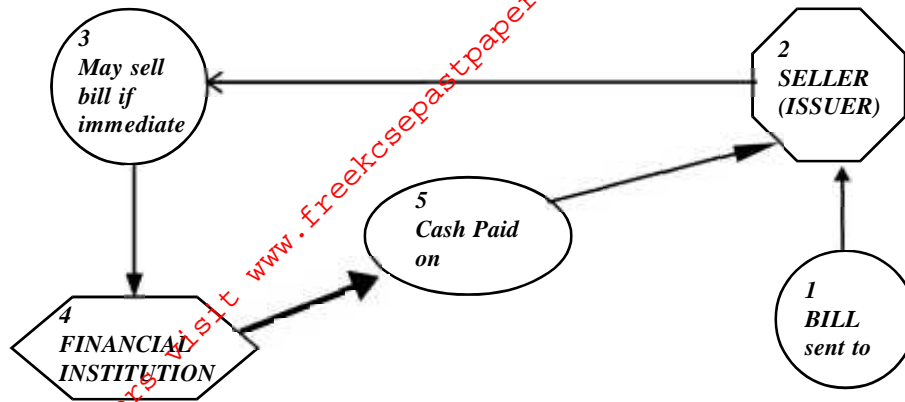
FACTORS CAUSING STRESS

EXTERNAL STRESS CAUSING FACTORS			
<i>Highest Stress Rating</i>	<i>High Stress Rating</i>	<i>Moderate Stress Rating</i>	<i>Low Stress Rating</i>
Death of partner	Reconciliation with a partner	Family Arguments	Change of school
Divorce or separation	Retirement	Large mortgage	holidays
Prison Sentence	Pregnancy	Difficulties with in-laws	Change of contacts with relatives
INTERNAL STRESS CAUSING FACTORS			
<ul style="list-style-type: none">- Avoidance – avoidance conflicts- Approach - Approach conflicts- <u>Approach Avoidance</u> conflicts- <u>Personality</u>- Guilt- Temperaments			

- b) Copy and justify the whole document the paste to a new page, and at the centre insert the footnote “Baringo Evaluation Test” (5marks)
- c) Space the whole document into 1.5 spacing in (1)(b) above. (5marks)

d) Create the object below using the drawing toolbar.

(20marks)



2. The information given below is an Item code, supplier and units of order for a supply-chain department.

- Table x (item code table) contains four fields representing Item ID, Name of the item, the retail price of a unit of the item, and the number of units of the item in store respectively. The primary key of an item is its Item ID.
- Table Y (Supplier Table) contains five fields representing supplier code, Name of the supplier, the supplier contact address, city and mobile telephone number respectively. The primary key is the supplier code.
- Table Z (Unit ordered Table) contains seven fields representing, units ordered ID, Item ID, Supplier code, the wholesale price of a unit of the product ordered from the supplier, the number of units of the product, the date the product was ordered and the date the ordered product was received respectively. The primary key is the Unit Ordered ID.

Table X (Item Code Table)

Item ID	Name of Item	Retail Price	Number of Unit
1	Baking powder	150	450
2	Kimbo 2kg	240	180
3	Cowboy	130	65
4	Salt	85	152
5	Sweets	750	452
6	Blanket	950	235
7	Shoes	2999	568
8	Plastic bags	458	542
9	Sugar	100	865
10	umbrella	399	120

Table Y (Supplier Table)

Code	Name of supplier	Address	City	Mobile No.
501	Jonase	65238	Kisii	0733586845
502	Kriarie	5623	Nakuru	0725683654
503	Jailing	58794	M alindi	0734857423
504	Kush	4875	Narok	0723864203
505	Delmonte	7598	Thika	0723589541
506	Tegemea	54878	Kisii	0733648752

Table Z (Units Ordered Table)

Units ordered ID	Item ID	Supplier Code	Wholesale price	Number of Units	Date of order	Date received
5001	1	503	32	30	6/07/05	28/07/05
5003	5	505	14	56	5/08/06	
5006	3	501	15	23	6/08/06	23/09/07
5010	9	502	42	18	02/03/05	
5009	5	503	23	36	03/04/07	27/07/05
5005	2	502	13	24	05/07/07	27/07/07
5007	7	505	25	52	05/09/08	30/09/08

- a) Use the information to create database named **BARINGO** and enter the data in table X, Y, Z. (30marks)
- b) i) Create the relationships between the table and save query as **BARINGO 1**. (4marks)
- ii) Using table Z create a query of the supplier code, item ID, product order date, extract all records whose item ID is greater than 6 save **BARINGO 2**. (7marks)
- c) Create a form to allow the entering of the item code details and add an appropriate form title. Save as **BARINGO** item details. (4marks)
- d) Print the three tables X,Y,Z **BARINGO 2** and **BARINGO** item detail (5marks)