

NAME: ..... INDEX NO: .....

SCHOOL: ..... CANDIDATE'S SIGNATURE: .....

DATE : .....

451/2  
COMPUTER STUDIES  
PAPER 2  
(PRACTICAL)  
JULY / AUGUST 2012  
TIME: 2½ HOURS

## NANDI NORTH DISTRICT JOINT MOCK EVALUATION TEST 2013

*Kenya Certificate of Secondary Education (K.C.S.E.)*  
COMPUTER STUDIES  
PAPER 2  
(PRACTICAL)  
TIME: 2½ HRS.

### **INSTRUCTIONS TO CANDIDATES:**

- (a) Write your **Name** and **Index Number** in the spaces provided above.
- (b) Sign and write the **Date** of Examination in the spaces provided above.
- (c) Write the name and the version of the software used for each questions attempted in the answer sheet.
- (d) Answer ALL questions.
- (e) ALL questions carry equal marks.
- (f) Passwords should not be used while saving in the CD / removable media.
- (g) All answers MUST be saved in your CD / removable media.
- (h) Make a printout and tie / staple them together.
- (i) Hand in all printout and the CD / removable media.

*This paper consists of 4 printed pages.  
Candidates should check the question paper to ensure that all the  
Papers are printed as indicated and no questions are missing.*

1. The table below shows the names of students and marks scored in six subjects at EXCEL COLLEGE. Enter the data into a work sheet as shown (15mks)

**EXCEL COLLEGE**  
**TERM 3 MARK SHEET**

Names	Maths	Biology	Chemistry	Physics	English	History	Total	Average
Victor Rotich	67	76	40	20	55	45		
Irene Onyango	76	42	45	50	75	78	-	
Daniel Kibet	58	67	42	55	25	65		
John Tomui	79	56	60	75	33	68		
Rael Bor	87	40	64	62	25	84		
Faith Too	80	67	75	44	66	67		
Joy Jerotich	61	65	65	45	78	71		

- a) Insert a blank row between the title and Term 3 mark sheet (2mks)
- b) Calculate the total marks obtained by each student (7mks)
- c) Calculate the average mark for each student (7mks)
- d) Using a built in function, extract highest (maximum) mark and lowest (minimum) mark for each subject. (6mks)
- e) Centre all headings (2mks)
- f) Insert the name and marks for this student into the worksheet (2mks)  
Joyce Ishanya ,Maths75 Chemistry 87,English 71,Biology 80,Physic 60 History 88
- g) Move to an appropriate part of the worksheet and extract the highest total and Lowest total (2mks)
- h) Create a pie chart from the above worksheet. Save it as A: chart 1 college Rep. (3mks)
- i) Save the worksheet as A: EXCOLLEGE (2mks)
- j) Print chart 1 College Rep, EXCOLLEGE (2mks)

2. Create a database file named STUDENTS to store the following data

(20mks)

**STUDENTS RECORDS**

Adm. No.	First Name	Surname	Total fees	Paid	Balance
101	James	Michuki	25,000	20,000	
102	Omotio	Mose	50,000	50,000	
104	Irene	Mose	40,000	2,000	
209	Patni	Nagji	60,000	0	
106	Maria	Putin	60,000	40,000	
304	Moses	Waithaka	30,000	30,000	
76	Pauline	Nyanchoka	6,000	0	

- a) Using an appropriate formula, calculate the balance (7mks)
- b) A student's status is considered to be good if his balance is zero, fair if the balance is equal to or less than half the full fee, bad if balance is more than half. Prepare a query for students whose status is good (8mks)
- c) Prepare another query for students whose status is fair and good (5mks)
- d) Generate a report for students whose status is bad (5mks)
- e) Save your queries as A: Quer1, A: Quer2 and A: Report 1. Print your work (5mks)