NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INDEX NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

JULY/AUGUST, 2015

**TIME: 2½ HOURS**

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

TIME: 2½ HOURS

**INSTRUCTIONS TO CANDIDATES**

* Write your name and index number at the top right hand corner of each print out.
* Write your name and index number on the storage medium provided.
* Passwords **should not** be used while saving in your work.
* This paper consists of **two** questions
* Answer **all** the **questions.**
* All questions carry equal **marks**.
* All answers **must** be saved in your storage medium
* Hand in all the print outs and the storage medium
* This paper consists of **4** printed pages
* Candidates should check to ensure that all pages are printed as indicated and no questions are missing.

**1.**

**a)** Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below:

MWANGAZA HIGH SCHOOL

P.O. BOX 4800

ELDORET

8TH JULY, 2010

<NAME> <ADM NO>

<ADDRESS>

<TOWN>

Dear <Name>

RE: 2009 KCSE RESULTS

 I am happy to inform you that NO KNEC examinations are out. Kindly arrange to visit our school on <date to visit> at 9.00a.m in order to know the details. Remember to carry your original K.C.P.E certificate and examination register card bearing the index number.

Yours truly

Head teacher.

Data source (List of candidates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Adm. No | Address | Town | Date of visit |
| Mark Otieno | 8071 | P.O. Box 24 | Sondu | 10/08/2010 |
| Kelvin Kirui | 8089 | P.O. Box 172 | Kericho | 11/08/2010 |
| Bernard Soi | 8065 | P.O. Box 84 | Bomet | 24/08/2010 |

Required:

1. Save main document as main doc (1 mark)
2. Save data source as ‘data source’ (1 mark)
3. Change addresses and reference font size to 14 points. (1½marks)
4. Merge the letter into main document so as to produce copies for all the candidates and

save it as results 2009. (6 marks)

1. Print the letter, main doc, data source, results 2009. (3 marks)
2. Type the following text in a word processing software. (22 marks)

INTRODUCTION TO COMPUTERS & OPERATING SYSTEMS

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data (processing) and presenting the results of those operations (information).

Basic characteristics that distinguish a computer from other processing devices:-

1. A computer is electronic – that is, all its processing operations are carried out with electrical signal.
2. A computer can store information for future reference. This is done on temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.
3. Computer is programmable – unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

 HOW A COMPUTER WORKS.

Connecting the data (raw facts) into information (organized, usable form) is called data processing. Data gets into system by means of an input device e.g. keyboard then the computer performs the necessary calculations or manipulations on the data and finally the organised information is displayed by an output device e.g. a monitor.

 FUNCTIONS PERFORMED BY A COMPUTER.

 Although computers have many applications they can perform only three basic tasks:

1. Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)
2. Test relationship between data items (by comparing values) store and retrieve data. These skills are really no more than people can do, but the computer can accomplish the task more;
* Faster
* Accurately
* Reliably

Required:

1. Align the title to the centre and underline it. (1 mark)
2. Add border to the title. (2 marks)
3. Replace all the roman numbers with bullets. (1 mark)
4. i) Insert the footer ‘computer assessment test’. (2 marks)

 ii) Insert the header ‘your name and index number’. (2 marks)

1. Set the spacing to exactly 1.5 (3 marks)
2. Insert word art ‘COMPUTER’ and set it to appear behind the text. (2 marks)
3. Search for words ‘computer’ and replace all with ‘pc’ (2 marks)
4. Move paragraph with heading ‘How a computer operates’ to the end of the document. (2 marks)
5. Set the font style of the document to Aerial black. (1 mark)
6. Save your work as ‘computer literacy’ (1 mark)
7. Print your document. (1 mark)

**2.**

1. Create a new workbook and name it as form 4 computer exams.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | CLASS | ADM NO | CAT1 | CAT2 | CAT3 | TOTAL | AVERAGE | CLASS POSITION | REMARKS |
| Maina Joan | E | 7984 | 80 | 70 | 59 |  |  |  |  |
| Ken Korir | W | 7896 | 75 | 55 | 72 |  |  |  |  |
| Benard K | E | 8092 | 86 | 59 | 75 |  |  |  |  |
| John Soi | E | 7460 | 80 | 79 | 70 |  |  |  |  |
| Kipsang Bett | W | 7892 | 76 | 75 | 80 |  |  |  |  |
| Mitei E | E | 7800 | 38 | 48 | 25 |  |  |  |  |
| Mark J | W | 8490 | 37 | 51 | 29 |  |  |  |  |
| Koech Ben  | W | 8184 | 30 | 86 | 75 |  |  |  |  |
| James W | E | 8082 | 25 | 27 | 20 |  |  |  |  |
| Abuya Ken | E | 8033 | 30 | 25 | 25 |  |  |  |  |
| Leonard B | W | 8047 | 39 | 24 | 25 |  |  |  |  |

1. Enter the following data in sheet 1. (20 marks)
2. Rename the sheet as term one results. (1 mark)
3. Find:
4. Totals (2 marks)
5. Average. (2 marks)
6. Use IF Function to award remarks as follows:
* A students whose average is above or equals to 65 gets ‘Excellent.’
* An average of 55 or above but less than 65 gets ‘Average’
* An average of less than 55 award ‘Below Average’ (3 marks)
1. i) Award positions to students basing on the average score. (3 marks)

 ii) On the last rows enter formulas to count students from both classes. (2 marks)

1. Sort the students list by class position in ascending order and descending order. (2 marks)
2. i) Copy the worksheet and rename it new worksheet. (2 marks)

 ii) Filter the lower group.

* To display student from ‘E’ class. (1 mark)
* To display students with an average less than 50 . (1 mark)
* filter to show 11 students from ‘E’ class. (4 marks)
* Filter to show all students with average less than 50. (1 mark)
1. i) Insert a bar graph to display the information below:

 - The three CATS

 - Names

 - Title as ‘TERM ONE COMPUTER RESULTS’ (1 mark)

 ii) Place the legend at the bottom of the graph. (1 mark)

 iii) Save the chart on a new sheet and name it graphical analysis. (1 mark)

1. Print:
2. The filtered lower group. (1 mark)
3. The chart. (1 mark)
4. Term one results sheet. (1 mark)