

451/2

Computer Studies
COMPUTER STUDIES

Paper 2

(PRACTICAL)

December 2021

Time: 2½ hours

BUNAMFAN CLUSTER EXAMINATION 2021

Kenya Certificate of Secondary Education

Computer Studies
(PRACTICAL)

Paper 2

Time: 2½ hours

Instructions to candidates

1. Type your name and Index number at the right hand corner of each print out.
2. Write your name and Index number on the CD provided.
3. Write the name and version of the software used for each question attempted in the answer sheet
4. Answer **all** the questions
5. Passwords **should not be used** while saving in the CD provided.
6. All answers **must** be saved in your CD provided.
7. Arrange your printouts and staple them together
8. Hand in all the **printouts** and the CD used
9. **This paper consists of 4 printed pages.**
10. **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

This paper consists of 5 printed pages. Candidates should check to ascertain that all pages are printed as indicated and that no questions are missing

QUESTION 1: WORD PROCESSING

1. a) Open your word processing application and type the following letter on a new blank page (include the dashed line). Save the letter as **Course Letter**. (15mks)

12 George Street

Sydney

NSW 2000

RE: NEW COURSES ON OFFER

Dear Participant,

As you may be aware we have been running a variety of courses at the college ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 2-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly,

Morgan Reilly

Course Director

b) Open a new blank document and create the table below. Save the file as **Course Participant Data**. (12mks)

TITLE	FIRST_NAME	SURNAME	ADDRESS_1	ADDRESS_2	CITY
Mrs	Mary	Collins	10 Bally Rd	Bondi	Sydney
Mr	Tom	Thompson	15 Bondi Rd	Coogee	Sydney
Ms	Roberta	Reynolds	85 Oxford Street	Maroubra	Sydney
Mr	Scott	Brooke	45 Scott Rd	Randwick	Sydney
Ms	George	Stephens	34 George Street	Bondi	Sydney
Mr	Frank	Hunter	23 Mullins Rd	Tamworth	NSW
Mrs	Shiela	Goddins	45 Llandaff Rd	Rushcutters Bay	Sydney

c) Using the **Course Letter** as a form letter and the **Course Participants Data** as the data source merge the two documents and insert the merged fields Title, First_Name, Surname, Address and City fields above Dear Participant in the letter, as shown below.

(12mks)

<<Title>> <<First_Name>> <<Surname>>

<<Address_1>>

<<Address_2>>

<<City>>

Dear Participant

- d) Save the mail merge document as **Course2021**. (2mks)
- e) Prepare envelopes for the participants. Save them as Participant envelopes (7mks)
- f) Print the letter and envelope for **Mrs. Mary Collins** (2mks)

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QUESTION 2: DATABASE

2. The following records were provided by a Uchumi Bora Supermarket . Study the table and answer the questions that follow. The products having the ProductID starting with value 1 are premium products, others starting with 2 are ordinary products.

ProductID	SalesID	Product Description	Package Quantity	Sales Date	Sales Rate	Sales Quantity(Kgs)
1001	1	Cassava Flour	1Kg	12/08/2020	340	25
2002	2	Wheat Flour	2Kg	14/08/2020	32	45
2003	3	Millet Flour	1Kg	23/08/2020	63	50
2004	4	Maize Flour	2Kg	27/08/2020	50	47
1001	5	Cassava Flour	1Kg	02/09/2020	340	20
1005	6	Amaranth Flour	1/2Kg	09/09/2020	34	30
2003	7	Millet Flour	1Kg	11/09/2020	63	23
1006	8	Moringa Flour	1/2Kg	17/09/2020	78	45

- (a) Create a database file named "Uchumi Bora Products". (2mks)
- (b) Split and design the above table into "Products" and "Sales" tables to record products items and sales made respectfully. Set the SalesID to Auto Number. (7mks)
- (c) Add appropriate key fields and create a relationship between the two tables. (2mks)
- (d) Create the following forms: (6mks)
- Columnar Products form named "ProductsForm", having the title "Product Entry Form".
 - Columnar Sales form named "SalesForm", having the title "Sales Details Entry Form".
- (e) Using the forms in (d) above post the products and sales details to their respectful tables. (8mks)
- (f) Create the following queries.
- A query named **Sales Query** that computes sales amount as a product of Sales Quantity and Sales Rate (5mks)
 - A query named **Premium Query** to generate a list of premium products, having the fields: Product ID, Product Description, Package Quantity. Order the list in ascending order of ProdID. (6mks)
 - A query name **Date Query** to generate sales made between 23/08/2020 and 09/09/2020, having the fields ProductID, Product Description, SalesID, Sales Date and Sales Quantity. (4mks)
- (g) Generate the following reports.
- Sales report named **Sales Report**, having the fields ProductID, Product Description, Package Quantity, SalesID, SalesDate, SalesRate and SalesQuantity, grouped by ProductID. (3mks)

- (ii) A report named **VAT Report** displaying ProductID, SalesQuantity, SalesRate and SalesAmount from (f) (i); add field named "VAT 16%" and compute VAT as 16% of the SalesAmount. (4mks)

- (h) (i) Print the tables, Products and Sales (1mk)
- (ii) Print the queries, Sales Query and Premium Query (1mk)
- (iii) Print the reports, Sales Report and VAT Report (1mk)

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