451/2
COMPUTER
PRATICAL
PAPER 2
JULY /AUGUST 2011
TIME: 2 ½ hours

BUSIA DISTRICT JOINT EVALUATION TEST

Kenya Certificate of Secondary Education (K.C.S.E.)

COMPUTER
PAPER 2

INSTRUCTIONS TO CANDIDATE

- *Indicate your name and index number at the top right hand corner of each printout.*
- *Write your **name** and **index number** on the CD-R or CD-RW provided.*
- *Write the name and version of the software used for each question attempted in the answer sheet.*
- *All **ALL** questions.*
- *All questions carry equal marks.*
- *All answers must be saved on the CD*
- *Hand in the prints and the CD*

This paper consists of 3 printed pages. Candidates should check to ascertain that all papers are printed as indicated and that no questions are missing

Question 1

The following is an extract of sales from a XYZ import company in dollars ($)

Figure 1

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	WAJIR	43	38	16	33	43	26	32	36
3	VOI	14	26	22.5	7.3	26	31	16	24
4	MERU	16	19	29	33	41	21	17	15
5	BONDO	18	34	17	41	36	41	18	16
6	UGUNJA	22	25	28	36	24	36	19	18

(a) Type the data as it is and save as XYZ import. (7mks)

(b) (i) Insert two blank rows at the top of the worksheet and type the heading "XYZ IMPORT COMPANY SALES REPORT 2008" in the first blank row. (4mks)

(ii) Type the heading "SALES IN KSHS" into cell Bl0. (lmk)

(iii) Merge the cells containing each of the headings. (4mks)

c) (i) Copy the names of the Towns into cells A13 down the column. (3mks)

(ii) Copy the months of the year Jan, Feb, March…. Aug into cells B 12 along the row. (4 mks)

d) Type 65 ½ in cell B20 convert all the sales in dollars to KSHS using the rate of 65 ½ as typed in cell B20 1$ 65½ KSHS. (11mks)

e) (i) Compute the average sales for each towns in both KSHS and dollars. (5mks)

(ii) Convert average sales to two decimal places. (2 mks)

(iii) Save the worksheet as SALES ALL. (1 mk)

f) Create a pie chart showing towns and average sales in KSHS. (5 mks)

g) Print SALES ALL, XYZ import, PIECHART. (3mks)

Question 2

ADM NO.	SURNAME	FIRST NAME	DATE OF BIRTH	CONSTISTUENCY CODE	BURSARY AWARD
029/04	MWANZA	MARY	4/5/1986	001	8,150.00
011/04	MUMIA	CASPER	12/12/1986	023	7,000.00
211/04	LENORA	DENNIS	10/12/1985	023	6,000.00
201/04	ABDI	KHALIM	09/01/1986	014	8,000.00
022/03	NYAGAH	ALICE	03/02/1987	141	4,600.00
173/03	OTIENO	GERALD	04/06/1988	142	9,050.00
161/03	WANJALA	ALLAN	04/01/1988	141	6,700.00
014/02	OYOO	GRACE	18/12/1987	023	7,000.00
079/02	ORIEOD	PATRICK	06/06/1988	156	6,000.00
269/02	MORWABE	JULIA	12/04/1988	141	8,000.00
233/01	KOPONDO	GEORGE	21/2/1989	001	12,000.00
019/01	SALIM	SAID	13/5/1989	141	8,000.00’
044/01	WAFULA	NICK	30/9/1989	141	5,000.00
119/01	KETSA	CHRIS	27/02/1989	141	5,000.00
123/01	GAIKO	JOYCE	11/02/1989	019	2,650.00
241/01	WANGA	FRED	03/10/1989	201	4,600.00

a) Create a database to hold the information below for a school’s bursary databank.
Save as BURSARY I (15mks)

b) The school received a bursary cheque. The details are as follows
i) Bob Kokonya adm. No. 278/02, born 12/5/88 from constituency 141, Kshs. 8,000.00 Awarded. (4mks)

ii) Sort the database using field SURNAME in ascending order. (2mks)

iii) Save as bursary 2. (l mk)

c) i) Insert a field that will show the fee balances if total fees to be paid are 36,610.00 indicate fee balance. (2mks)

ii) Change the name in record 9 to lesaw Miriam. (2mks)

iii) Save as bursary 3. 2mks)

d) Create a query that contains ADM NO, SURNAME, FIRST NAME and DATE OF BIRTH for all students who were awarded less than 7,000.00 and born after 20/6/88.
Saves as “Query B” (l0mks)

e) Produce a report from “Query B” excluding FIRST NAME field and show the total bursary award at the bottom of the report as “BUR REPORT”. (10mks)

f) Print BURSARY 1, BURSARY 2, BURSARY 3, QUERY B and BUR REPORT. (2mks)