

451/2  
COMPUTER STUDIES  
PRACTICAL  
PAPER 2  
MARCH/APRIL  
TIME: 2 <sup>1</sup>/<sub>4</sub> hours

# MUMIAS DISTRICT JOINT EVALUATION EXAM

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

Computer Studies  
Paper 2

## INSTRUCTIONS TO CANDIDATES

- *This paper has two questions*
- *Answer **All** questions*
- *All questions carry equal marks.*
- *Use a compact disk to store your work*
- *Password should not be used while saving in the compact disk*
- *Write your **name** and **index number** on the compact disk*
- *Write the name and version of the software used on the printouts*
- *Hand in the print outs and the diskette*

*This paper consists of 4 printed pages. Candidates should check to ascertain that all papers are printed as indicated and that no questions are missing*

**T**he fastest and most effective means of transferring written message was felt to be by the use of the courier service companies.

The Crown courier company was started early in the year 1990's, there main operations were to offer public transport of persons from one town to the other. This eventually developed to parcels and luggage transport. The department that deals with courier services was created after high demand from passengers who use this company as a means of travelling from one part of the country

Communication has been important modes of social dialogue and transmitting history in African society for along time. Transfer of written documents or information was done manually by people know as the messenger, who would travel very long distances just to ensure a very important message is delivered to the required members of the

With time and most so by the arrival of the colonies, communication has improved by invention of modernized modes of communication such as telephones, posters that would **relay if formation from one point to the other in a more efficient and effective manner. The use of the post offices were realized to have some challenges which resulted to the loss of items and mostly wasted of user time. This** for of communication wasn't realized the most best way to send urgent information to the required destination..

longhorn

**Knowledge is power**

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Mumias District Mock 2011

Student Name, Index No, School Name.

Publication II



**DIGITECH SECONDARY SCHOOL**  
P.O BOX 2966, KAKAMEGA  
**[SPORT & GAMES]**  
**CERTIFICATE OF EXCELLENCE**

*This Certificate is awarded to*

NAME: \_\_\_\_\_

ADM NO: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

IN THE YEAR: \_\_\_\_\_

\_\_\_\_\_  
**PRINCIPAL**  
**DIGITECH SEC SCH**  
DATE \_\_\_\_\_

\_\_\_\_\_  
**SPORTS OFFICER**  
**DIGITECH SEC SCH**  
DATE \_\_\_\_\_



Q 2 . Excel School ordered computer accessories and the following suppliers provided the following as illustrated below

	A	B	C	D
1	Name	Item Sold	Amount	Date
2	Joseph	Mouse	200.00	2/11/2011
3	Peter	System unit	5,000.00	3/11/2011
4	Tony	Keyboard	200.00	4/11/2011
5	Mike	CD Writer	2,000.00	5/11/2011
6	Joseph	Computer system	2,000.00	6/11/2011
7	Peter	Mouse	200.00	7/11/2011
8	Tony	Mouse	200.00	8/11/2011
9	Mike	System unit .	2,500.00	9/11/2011
10	Joseph	Keyboard	200.00	10/11/2011
11	Peter	CD writer	3,000.00	11/11/2011
12	Tony	Computer system	5,400.00	12/11/2011
13	Mike	Mouse	200.00	13/11/2011
14	Joseph	System unit	3,000.00	14/11/2011
15	Peter	Keyboard	200.00	15/11/2011
16	Tony	CDWriter	2,500.00	16/11/2011
17	Mike	Computer system	6,000.00	17/11/2011

- Enter the data shown into a spreadsheet and save it (the workbook) as Excel. (11mks)
- Copy the content of Sheet 1 to Sheet 2 into the exact position and rename it as New price. Insert a new row after the Amount row and label it “New price”. The suppliers of the items decided to, increase all their items by 20%. Enter the percentage into cell A18. Using absolute referencing, calculate the New price of each of the items in the “New price” column. (7mks).
- Copy the content of Sheet 1 to Sheet 3 and rename it as Subtotals. Using subtotals sheet, find subtotals for each supplier and display the Grand Total. (8mks)
- Using the subtotals sheet, Create a column graph (bar graph) to compare the total cost of all items bought from each supplier. The x-axis should be labelled as “Names” and the y-axis “cost items”. Each bar should display a total value it represents on top of it and the supplier’s name below it. The title of the graph should read, SUPPLIERS COMPARISON TOTALS. Place the graph on a new sheet and rename the sheet as BAR GRAPH. (8mks)
- Insert a new sheet into the workbook. Rename this sheet as “Filtered”. Open the subtotals sheet. Filter the records of all suppliers whose New price is greater than or equal to 6000 or less than 250. Copy the results onto the “Filtered” sheet. (7mks)
- Open sheet 1. Restrict all the cells in the Amount column to allow entry of amounts between 0 and 6000. A message, “Input amount <= 6000” should be displayed whenever a cell is selected. Incase of an invalid entry, the message, “Amount >6000”, should be displayed. Put an inside and outside border on data on sheet 1. (5mks)
- Put the sheet name as the header and your name, School and index number as footer for every sheet in your workbook. Save your work on a removable storage media and print ALL the worksheets. (4mks)