

451/2
COMPUTER
PRACTICAL
PAPER 2
MARCH /APRIL
TIME: 2 ½ hours

RACHUONYO SOUTH DISTRICT JOINT EVALUATION TEST

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

Computer
Paper 2

INSTRUCTIONS TO CANDIDATE

- Answer *All* questions
- All answers must be saved in your diskettes! Removable device
- Insert your **name** and **index number** as headers on all your documents
- Make a print out of the answers on the answer sheets provided
- 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

Question 1.

Microsoft word question.

1. Create the document below and save it as letters. (13 mks)

Letters

Letters are a form of communication between business and their customers as well as citizens and the public authorities.

Being ambassadors of their senders, letters are expected to represent them as efficiently and successfully as possible. To do so they should be types on good quality paper, have an elegant appearance, and be written in good and simple language.

Letters are classified into three kinds: BUSINESS, PERSONAL, and CIVIL SERVICE. Business letters are being dealt with on pages 105-253, Personal letters on pages 172-173 and Civil Service letters on pages 174-175.

Styles of display

Business letters can be displayed in any one of the following styles:

The Block, the Semi-blocked and the Indented.

Of these the 'blocked' is the most popular owing to its simplicity, since all lines of the letter starts at the left-hand margin, thereby saving valuable time. (This is the style chosen for the instructions that follow below; the other two styles are being dealt with in the later pages.)

Parts of the letter.

The business letter is composed of the following seven basic parts: (1) Printed Heading, (2) Date. (3) Inside name and address, (4) Salutation, (5) Body of letter, (6) Complimentary close. (7) Signature.

Other parts which may appear in a letter are: (1) Reference initials, (2) 'Subject' Line. (3) 'attention' line, (4) "Enclosure" line, (5) 'Copy circulated to' line (6) Postscript, (7)

Special notations.

2. Justify the entire document (4 mks)
3. Place the first three paragraphs into the font size of 12. (4 mks)
4. Perform the following tasks: (5 mks)

| You are required to bold the following | Location |
|---|------------------|
| Letters | Main heading |
| Business, Personal and Civil Service | Third paragraph |
| Styles of display | Second paragraph |
| The block the semi-blocked and the Indent | Third heading |
| Parts of the letter | Fourth heading |

5. Place the heading "Letters" in the font size 18' (1mk)
6. Place the word ambassadors" and the sentence beginning with 'This is the style chosen...' in italics. (1mk)

7. Enter 12 spaces between the heading “Styles of display” and the paragraph above. (3mks)
8. In the space created, draw a text box of 1.2’ height and 5” width (make sure the box is centered horizontally). (4mks)
9. Type the following in the box. (4mks)

The Business Letter

|————→ Enter 3 times

Business letters depending on their length, can be typed on three sizes of paper:

A4 for ordinary-length letters, A5 for small-length letters, and two-thirds A4 for medium-length.

N.B. The heading should be centered, bold and have the font size of 16. leave the rest in the font size of 10.

10. Place the sections above and beneath the text box in columns. The two columns should be applied to the remainder of the document. (7 mks)
11. Save the document as TYPING. (2 mks)
12. Print all the documents. (2 mks)

Question 2

Microsoft excel question.

As administrator of the Garden Hardware Company you are expected to use spreadsheet to produce accurately monthly sales statistics for each sales area.

| Area | December | Area | January | Area | February |
|---------|----------|---------|---------|---------|----------|
| Central | 4995.00 | Central | 5095.00 | Central | 5196.00 |
| East | 6050.00 | East | 6161.00 | East | 6272.00 |
| North | 3002.00 | North | 3082.00 | North | 3163.00 |
| NW | 4003.00 | NW | 4093.00 | NW | 4184.00 |
| SW | 6995.00 | SW | 7115.00 | SW | 7236.00 |
| South | 7995.00 | South | 8152.00 | South | 8256.00 |
| West | 2999.00 | West | 3079.00 | West | 3160.00 |

1. Set up the spreadsheet file that shows
 - a) The monthly sales for each area (the information above). (8mks)
 - b) the total sales for each month. (3mks)
 - c) the total sales for each area. (3mks)
 - d) the overall total for all areas. (3mks)

2. Bold, center and italicize as a main heading the two line title: (3mks)
The Garden Hardware Company
Sales Figures for December to Mar 1997.
The first line should be size 14 and the second line 12. with both headings in bold. (3mks)
3. Bold the months and the areas. (3mks)
4. Save the file using the name SALES FIGURES 97. (2mks)
5. Two errors occurred in the sales figure for May. Please attend the results for South to 8700.00 and West to 3488.00. (2mks)
6. A Local sales tax of 10% has to be paid for all areas. Amend the spreadsheet so that it shows the amount of tax payable for the whole six months. (3mks)
7. Copy all data used thus far to sheet 2. (2mks)
8. The sales Manager has provided the latest figures for June bellow. Add these to the current spreadsheet using sheet 2 and recalculate where necessary. (3mks)

| Area | June |
|---------|---------|
| Central | 5615.00 |
| East | 6745.00 |
| North | 3478.00 |
| NW | 4551.00 |
| SW | 7759.00 |
| South | 8874.00 |
| West | 3517.00 |

9. To analyze the figures for the second quarter only, copy the current spreadsheet to Sheet 3 and delete all other columns and rows. (2mks)
10. From sheet 2, delete the rows containing the main headings. (2mks)
11. The local sales tax has been reduced to 5% for the quarter under analysis. Update the data to reflect this. (2mks)
12. Rename sheet 1 as Sales!, Sheet 2 as Sales 2 and Sheet 3 as Sales 3. (2mks)
13. Create a new sheet called SALES BAR which could contain graph showing (a) the tax and (b) the total sales for the six months period. Use appropriate titles. (2mks)
14. Save the file and print all the sheets. (2mks)