

NAME.....

INDEX NO.....

SCHOOL.....

CANDIDATES SIGNATURE.....

DATE.....

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

JULY/AUGUST 2013

TIME: 2½ HOURS

KIRINYAGA CENTRAL DISTRICT JOINT EXAMINATION - 2013

Kenya Certificate of Secondary Education

COMPUTER

PAPER 2

(PRACTICAL)

TIME: 2½ HOURS

Instructions to candidates:

- This paper has **two** questions.
- Answer all the questions.
- Type your name and index number at the right-hand corner of each printout.
- Write your name and index number on the CD.
- Write the Name and version of software used in each question on the answer sheet.
- Passwords should not be used on CD.
- All answers must be saved on the CD or diskette.
- Hand in all the **printouts** the **diskette**.

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

1. (a) Using a Word Processing package, type the congratulatory note below as it appears and save it as CONGRATS in a disk provided. (15mks)

Kenya Pipeline Co. Ltd
P.O. Box 5678
Nanyuki
(Insert today's date)

<<First Name>> <<Last Name>>

<<Address>>

Dear <<First Name>>

RE: CONGRATULATIONS (Georgia Font type Bold)

Due to your hard work and sacrifices you made this year, the Kenya Pipeline Fraternity wishes to congratulate you for being voted the best <<Top Title>> of the year. Please keep up the spirit. Enclosed is a cheque worth <<Amount>> as appreciation for four excellent service.

Yours faithfully,

Daniel Mahinda
PERSONNEL

- (b) Create a data source with the following details and use it with the note you have just typed to generate personal notes to the company's named personnel. Save it as Details in your disk. (15mks)

George Nyaundi
P. O. BOX 5678
Nanyuki
Driver
Ksh.2500

Carlos Odongo
P. O. BOX 5678
Nanyuki
Health Officer

Henry Matara
P. O. BOX 5678
Nanyuki
Gateman

Monica Akinyi
P.O. BOX 5678
Nanyuki
Typist
Ksh.2000

Benta Moraa
P. O. BOX 5678
Nanyuki
Secretary
Shs.3000

Beth Wangoi
P. O. BOX 5678
Nanyuki
Accountant
Shs.4500

- (c) Insert data fields in main document and generate the notes for the employees.(14mks)
- (d) Print the notes. (6mks)
- (e) Generate envelope labels for these notes with the fields of names and address. (9mks)
- (f) Print the labels. (6mks)

2. A firm keeps its details in a computer database. The information below contains details obtained from two tables of the database. Study the tables and answer the questions that follow.

Employees table

EmployeeID	EmployeeName	Department	Job Title	Salary
7369	Mark Koech	Research	Clerk	48000
7499	Philip Meme	Sales	Salesman	16000
7521	Mohamed Ali	Sales	Salesman	12500
7566	Kennedy Simiyu	Research	Manager	39750
7698	David Kamau	Operations	Manager	38500
7782	Titus Ole Simian	Accounting	Manager	34500
7788	John Onyango	Operations	Analyst	30000
7821	Patel Shah	Operations	Analyst	25000

Department Table

DeptCode	Department	Location
10	Accounting	Nairobi
20	Research	Nakuru
30	Sales & Marketing	Mombasa
40	Operations	Kisumu

Required:

- Create a database that can be used to store the above data and save it as **MACAL** in the disk provided. (10mks)
- Using appropriate primary and foreign keys create a relationship between the two tables. Enforce referential integrity between the tables. (4mks)
- Validate the primary key entry to exactly four and two characters for the EmployeeID and DeptCode fields respectively. (4mks)
- Create a form for each table and use it to enter the records shown in the tables above. Save the forms as **EmployForm** and **DepartForm** respectively. (6mks)
- It is required that the dates on which the employees were hired be included in the database. Koech was hired on 10/06/1998. Meme on 15/08/1996. Mohamed on 16/03/1996, Onyango on 09/03/2003, the rest were hired on 13/03/2004. Insert a new field, name it Date of Hire in the Employees table and enter the field. (5mks)
- Create a query that displays employees who were employed after year 2000, save the query as **LatestEmployees**. (4mks)

- (g) Create a Report that displays the Employee Name, Job title Department name and Salary, grouped according to location.
Save the report as EmployeesReport. (4mks)
- (h) (a) Create a query to display the employees and their job description.
Save it as EMPLOYEE. (4mks)
- (b) Create a pie chart based on the query in h(a) above to display the proportions of employees in various job descriptions.
Save the report as CHART. (4mks)
- (i) Print:
- (i) Employees and Department table designs.
 - (ii) Employee and Department forms.
 - (iii) LatestEmployees Query.
 - (iv) EmployeesReport.
 - (v) The Chart