Name…… Index No……/……

School……Candidate's signature……

Date……..

451/2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
July / August 2013
Time 2½ HOURS

LARI DISTRICT

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

451/2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
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INSTRUCTIONS TO CANDIDATES

1. *Type your name, school and index number at the top right hand corner of each printout*
2. *Sign and write date of examination in the spaces provided above*
3. *Write your name and index number on the removable storage medium*
4. *Passwords should not be used while saving on the removable storage*
5. *Answer ALL questions*
6. *All questions carry equal marks*
7. *ALL answers MUST be saved in the removable storage*
8. *Make a printout of the answer sheets provided*
9. *Hand in all the printout at the removable storage.*

This paper consists of 6 printed pages.
Candidates should check the question paper to ensure that all pages are printed as indicated and no questions are missing

1. The following data is an extract of data obtained from Chai company records. Study the data and answer the questions that follow.

Area	Producer id	Name	Quantity delivered (kg)	Gross pay	Transport cost	Deduction	Net pay
101B	115	John Kamau	4562				
79A	145	Mathew B	1254				
79A	012	Kanuga Symon	235				
79A	561	Ann Wangige	8954				
101B	016	Joseph Kaitano	9658				
20Z	123	Namachanja Esther	7895				
20Z	458	Kerobo Betty	456				
101B	654	Flo Ngina	421				
20Z	758	Mary Nguriareng’	7895				

a) Enter the data shown above into a spreadsheet giving it an appropriate title centre and bolded across the worksheet. Save the workbook as CHAT 001. And rename the worksheet as June records (10 marks)

b) Copy the data to a new worksheet and add the details of producer James Kirega of area 1O1B, id 452 with quantity of produce of 2,700kg in an appropriate row. (1 mark)

c) Insert borders after every cell and every row. (2marks)

d) Use a function to calculate the gross pay for the producer with id number 115 given that the price per KG of the produce is Sh.41 .00 (2 marks)

e) Use the formula for gross pay obtained for producer John Kamau to calculate the gross pay for all the farmers (2 marks)

f) Use if function to Calculate transport cost for all the producers given that transport is charged per Kg is as follows (5 marks)

AREA	Price per kg
101B	5.00
20Z	3.50
79A	4.00

g) Insert the value 20% in cell E14. Using absolute cell referencing calculate Deductions given that the deduction is 20% of the cost. (4 marks)

h) Using a function calculate the net pay given that Net pay is Gross pay — deductions and transport cost (4marks)

i) Format the columns containing currency values to currency with 2 decimal places and prefix Ksh. Rename the worksheet PRODUCE PAY and save it as CHAI 002

(3marks)

j) Arrange the records in ascending order of the producer id (2 marks)

k) By applying suitable filter condition, display records for all producers except those from area 79A. Save it as CHAT 003 (4 marks)

1) Use subtotals function to calculate subtotals for the quantity delivered, gross pay and net pay from each area. (3 marks)

m) Create an embedded pie chart showing the total quantity of produce delivered for each area the chart should have the following details.)

a. Chart title Area Total produce delivered

b. Legend Position Right

Save it as CHART 1

(5marks)

n) Print CHAT 001, CHAI 002, and CHART 1 in landscape orientation. (3 marks)

2. Mr. Kiprop owns houses for rent. Table 1 below is a record of his tenants' rent payments.

Tenant ID	Tenant Name	House Number	Month	Amount (Ksh)
2019	Akinyi	A1	January	3000
2022	Maloi	A2	January	4000
2038	Nduta	B1	January	4500
2059	Rop	B2	January	4500
2070	Mutua	C1	January	4000
2090	Akinyi	A1	February	3000
3030	Maloi	A2	February	4000
3040	Nduta	B1	February	4500
3025	Mutua	C1	February	4000
3050	Kagu	C2	February	3500
3055	Maloi	A2	March	4000
3090	Kagu	C2	March	3500

(a) Create a database file that can be used to store the above data. Name it 'RENT'. (2 Marks)

(b) Create two tables, one to store **tenant details** and another to store **tenant rent payments**.Name the tables '**Tenants'** and '**Payments'** respectively.(9 Marks)

(c) Create a relationship between the two tables. (3 Marks)

(d) Design a form to be used to enter data into each of the two tables. (7 Marks)

(e) Enter the information given into the two tables. (9 Marks)

(f) Create a report showing the amount Mr. Kiprop received from each tenant, the total for each month and the total amount he received over the three months. The report should be titled '**Rent Income'**. Save the report as '**Income'**.(8 Marks)

(g) (i) Create a query named '**Statement'** to extract Maloi's records rent payment.

(4 Marks)

(ii) Create a report named '**Tenant Statement'** showing Maloi's rent payment history. The report should be titled '**Tenant Statement'**. (4 Marks)

(h) Print the two tables and the two reports. (4 Marks)