451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
JULY / AUGUST 2012
TIME: 2½ HOURS

NANDI NORTH DISTRICT JOINT MOCK
EVALUATION TEST 2013

Kenya Certificate of Secondary Education (K.C.S.E.)
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
TIME: 2½ HRS.

INSTRUCTIONS TO CANDIDATES:
(a) Write your Name and Index Number in the spaces provided above.
(b) Sign and write the Date of Examination in the spaces provided above.
(c) Write the name and the version of the software used for each question attempted in the
answer sheet.
(d) Answer ALL questions.
(e) ALL questions carry equal marks.
(f) Passwords should not be used while saving in the CD / removable media.
(g) All answers MUST be saved in your CD / removable media.
(h) Make a printout and tie / staple them together.
(i) Hand in all printout and the CD / removable media.

This paper consists of 4 printed pages.
Candidates should check the question paper to ensure that all the
Papers are printed as indicated and no questions are missing.
1. The table below shows the names of students and marks scored in six subjects at EXCEL COLLEGE. Enter the data into a worksheet as shown (15mks)

**EXCEL COLLEGE**

**TERM 3 MARK SHEET**

<table>
<thead>
<tr>
<th>Names</th>
<th>Maths</th>
<th>Biology</th>
<th>Chemistry</th>
<th>Physics</th>
<th>English</th>
<th>History</th>
<th>Total</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victor Rotich</td>
<td>67</td>
<td>76</td>
<td>40</td>
<td>20</td>
<td>55</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irene Onyango</td>
<td>76</td>
<td>42</td>
<td>45</td>
<td>50</td>
<td>75</td>
<td>78</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Daniel Kibet</td>
<td>58</td>
<td>67</td>
<td>42</td>
<td>55</td>
<td>25</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Torui</td>
<td>79</td>
<td>56</td>
<td>60</td>
<td>75</td>
<td>33</td>
<td>68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rachel Bor</td>
<td>87</td>
<td>40</td>
<td>64</td>
<td>62</td>
<td>25</td>
<td>84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faith Too</td>
<td>80</td>
<td>67</td>
<td>75</td>
<td>44</td>
<td>66</td>
<td>67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joy Jerotich</td>
<td>61</td>
<td>65</td>
<td>65</td>
<td>45</td>
<td>78</td>
<td>71</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) Insert a blank row between the title and Term 3 mark sheet (2mks)
b) Calculate the total marks obtained by each student (7mks)
c) Calculate the average mark for each student (7mks)
d) Using a built-in function, extract highest (maximum) mark and lowest (minimum) mark for each subject. (6mks)
e) Centre all headings (2mks)
f) Insert the name and marks for this student into the worksheet (2mks)
   Joyce Ishanya, Maths 75, Chemistry 87, English 71, Biology 80, Physics 60, History 88
g) Move to an appropriate part of the worksheet and extract the highest total and lowest total (2mks)
h) Create a pie chart from the above worksheet. Save it as A: chart 1 college Rep. (3mks)
i) Save the worksheet as A: EXCOLLEGE (2mks)
j) Print chart 1 College Rep, EXCOLLEGE (2mks)
2. Create a database file named STUDENTS to store the following data (20mks)

<table>
<thead>
<tr>
<th>Adm. No.</th>
<th>First Name</th>
<th>Surname</th>
<th>Total fees</th>
<th>Paid</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>James</td>
<td>Michuki</td>
<td>25,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Onotio</td>
<td>Mose</td>
<td>50,000</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Irene</td>
<td>Mose</td>
<td>40,000</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>Patni</td>
<td>Nagji</td>
<td>60,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Maria</td>
<td>Putin</td>
<td>60,000</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>204</td>
<td>Moses</td>
<td>Waithaka</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Pauline</td>
<td>Nyanchoka</td>
<td>6,000</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

a) Using an appropriate formula, calculate the balance (7mks)

b) A student's status is considered to be good if his balance is zero, fair if the balance is equal to or less than half the full fee, bad if balance is more than half. Prepare a query for students whose status is good (8mks)

c) Prepare another query for students whose status is fair and good (5mks)

d) Generate a report for students whose status is bad (5mks)

e) Save your queries as A: Quer1, A:Quer2 and A: Report 1. Print your work (5mks)