

NAME: INDEX NO:

SCHOOL: CANDIDATE'S SIGNATURE:

DATE :

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
JULY / AUGUST 2012
TIME: 2 ½ HOURS

NANDI SOUTH, NANDI EAST AND TINDERET DISTRICTS JOINT 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 at the top of the page.
- (b) Write your name and index on the CD / Removable storage media.
- (c) Write the Name and version of the Software used for each question attempted in the answer sheet.
- (d) Answer all the questions.
- (e) All questions carry equal marks.
- (f) Passwords should not be used while saving in the CD / Removable media.

1. Design a Newspaper publication to appear as indicated in the next page using the following instructions:

(a) Launch the DTP package and set the preference measurements to centimeters and the document margins to 2cm on all sides. (2mks)

(b) The heading Computer software to have the following styles: (4mks)

- Background colour grey
- Font face Arial
- Font size 18
- Centred across the page.

(c) The other three headings in the publication to have the styles: (9mks)

- Font face Arial Narrow
- Font size 15
- Text weight bold
- Character spacing 120%
- Alignment centered

(d) The text under heading Computer Software to be in two columns and having the following styles: (22mks)

- First character of the paragraph to have a 3 line drop cap.
- Font face Arial Narrow.
- Font size 12.
- Text weight bold.
- Hyphenation disabled.
- Fully justify.

(e) The tree Diagram should be drawn as shown. (10mks)

(f) Footer – Aligned to center. (2mks)

(g) Print the publication and save it on a CD as DTP. (1mk)

2. The table below shows a section of St. Francis Kimuron fee payment by the students.

Adm. No.	Date	Student's Name	Fee paid	Fees balance
2960	3/5/2013	Nelson Mokaya	2000	
2836	3/5/2013	Ernest Mwangi	2000	
2853	3/5/2013	Joseph Ng'eny	4000	
2910	3/5/2009	Peter Oluoch	2500	
2913	4/5/2013	Josephat Kimutai	3000	
2921	4/5/2013	Teresia Okinyi	2000	
2934	4/5/2013	Mary Koech	6000	
2963	5/5/2013	John Karioki	1000	
2975	5/5/2013	Florence Kiyaka	2900	
2854	5/5/2013	Chripus Kemboi	6500	
3000	6/5/2013	Joseph Motari	5000	
2956	6/5/2013	Shem Komen	2000	
3010	6/5/2013	John Karioki	1200	
3001	7/5/2013	Alfred Matoke	2000	
2840	7/5/2013	Benjamin Okioga	2200	
2934	7/5/2013	Joseph Kiptum	2000	
2931	8/5/2013	John Karioki	4000	
3008	9/5/2013	Mary Njoroge	2600	

(a) Using a spreadsheet package, enter the information given in the table into a work sheet and rename the worksheet as FEEENTRY. Save the workbook as A:\DETAILS. (12mks)

(b) Copy the worksheet and paste it in sheet 2. Rename the worksheet as TOTALS. (4mks)

(c) Format the column headers so that they are aligned at 45° and bold them. Let the figures in thousands be separated by a coma and format the figures so that they read \$ (6mks)

(d) Sort the file in alphabetical order and using a function determine the total amount paid by all students for this month. (12mks)

- (e) Filter the database above to show the names of those students whose names start with J. Copy the list and paste it in sheet three. Rename the sheet to THEJS. (5mks)
- (f) Find a list of all the students who have paid a fee of more than 5000. Paste them in a new sheet and rename the sheet as TOSTAY. (2mks)
- (g) Copy the worksheet FEEENTRY and paste it in a new worksheet and rename it FEEPAID. Draw a pie chart to display: (4mks)
- (i) Names and Fee paid.
 - (ii) Place a legend at the bottom of the chart.
- (h) Using a formula, find the fee balance for each student as per the end of this month given that the total fee is 17,000. (2mks)
- (i) Print the workbook. (3mks)