

NAME:ADM NO.....SCHOOL.....

451/2

COMPUTER STUDIES

Paper 2

(PRACTICAL)

May 2014

Time: 2 ½ Hours

BUNYORE MARANDA – 2014

Kenya Certificate of Secondary Education (KCSE)

451/2

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INSTRUCTIONS TO CANDIDATES

1. Type your name and index number at the top right hand corner of each printout
2. Sign and write the date of the examination below the name and index number on each printout
3. Write your name and index number on the compact disks
4. Write the name and version of the software used for each question attempted in the answer sheet
5. Passwords should not be used while saving in the compact disks
6. Answer all the questions
7. All questions carry equal marks
8. All answers must be saved in your compact disks
9. Make a printout of the answers on the answer sheets provided
10. Hand in all the printouts and the compact disks

QUESTION	MAXIMUM SCORE	CANDIDATE SCORE
1	50	
2	50	
TOTAL SCORE	100	

Question One

- (a) Create a database and save it as school database
 (b) Create a Table called 'Students Table' in the school database with the following (7 marks)

FIELD NAME	DATA TYPE	FIELD SIZE/FORMAT
ADM-NO	Text	10
Name	Text	15
Surname	Text	15
Tel – No	Number	Long Integer
Date of Birth	Date/time	Medium date
Fee Paid	Currency	Currency
Foreigner	Yes/No	Yes/No

- (c) Make the "ADM_Number" Find the Primary Key (1 mark)
 (d) Open the "Students Table" and enter the following records (3 marks)

ADM NO.	Name	Surname	Tel – No.	Date of Birth	Free - paid	Foreigner
4567	John Maina	Muiru	55-67543	19/09/1990	25000	No
4576	Mary Nthenya	Mutua	44-23456	20/12/1991	27000	No
4398	Mark Okech	Otieno	22-65473	13/03/1992	20000	No
5678	Peter Rick	Ben	11-76742	15/06/1994	29000	Yes
4378	Joan Liz	Patel	13-89734	18/09/1990	26000	Yes
4897	Peter Amos	Ben	33-37482	17/04/1993	20000	Yes
4643	Muoka Muoki	Nzoki	44-45362	12/12/1991	23000	No

- (c) Insert the record given below as record 4 (2 marks)
 4120 Rebecca Kalewa Ben 44-24242 13/10/1990 27000 No
 (f) Delete Mary Nthenya record from the database file (2 marks)
 (g) Sort the table in Ascending order by surname (2 marks)
 (h) Move the Date – of – Birth and Tel – No fields so that the Date – of – Birth field is now directly after the surname field (4 marks)
 (i) Change the field size of the Surname to 20 (1 mark)
 (j) (i) Create a Form with all fields on the Students Table (2 marks)
 (ii) Name the form Students Entries (1 mark)
 (k) Insert a picture in the form in way that all text is visible (3 marks)

- (l) (i) Create a report based on the Student's Table showing the Fields Name, Surname and Tel No. (3 marks)
- (ii) Name report Telephone list (1 mark)
- (m) Insert a picture in the report Header (2 marks)
- (n) (i) Create query 1 showing all fields of those students whose surname is Ben (3 marks)
- (ii) Create query 2 showing all fields of those students born after 1991 (3 marks)
- (iii) Create query 3 showing only the Student's name, Student's Surname and Student's Date of birth (3 marks)
- (iv) Create a query 4 showing the fee balance of all students given the total fee is 35000 and Fee – balance = Total _ Fee – Fee _ Paid (3 marks)
- (o) Print Students table, Student Entries form, Telephone list, query_1, query_2 and query_3, query 4. (4 marks)

Question 2

(50 marks)

The following is a worksheet extracted from business Join Venders. They have come together to do a business of selling computer accessories.

Names	Cost	Sales	Gross profit	Expenditure	Reserves	Net profit	Remarks
Benson	700	350		450			
Betwel	400	700		50			
Kimwat	200	900		200			
Amos	300	1000		300			
Tembur	100	500		100			
Korir	400	600		40			
Towett	600	850		55			
Maritim	500	350		70			
Kerich	200	350		45			
Beney	500	1000		40			
Danson	600	900		170			
Kones	900	1000		20			
Koech	100	800		130			

Additional Information

- (a) Gross profit = Sales – Cost
- (b) Net profit = gross profit – (expenditure + reserves)
- (c) Reserves = 10% gross profit
- (d) Remarks are: “very good vendor,” “good vendor” “domain vendoeer” burden vendor” “Quite vendor”

REQUIREMENT

- (i) Create the workbook and enter the details, save as vendor (15 marks)
- (ii) A) Keep the title of the workbook to be JOIN VENDORS and format it to be bold, font size 14 and align at 20° (4 marks)
- (b) Format the figures in sale column to 2 decimal places (3 marks)
- (c) Insert two rows between Tembur and Korrir and enter the records below: (5 marks)
- Name Bii, cost 100, sales 500 and expenditure 10
 - Name Mutai. Cost 800. Sales 2000 and expenditure 80
- (iii) Use non function to calculate gross profit for each member (3 marks)
- (iv) Use product function to calculate reserves for each member (3 marks)
- (v) Use “IF function” and net profit to analyses the vendors, taking the following remarks” (6 marks)
- (a) If net profit ≥ 500 , then “very good vendor”
- (b) If net profit ≥ 400 , then “good vendor”
- (c) If profit ≤ 300 , then “domain vendor”
- (vi) (a) Use names of the vendor and cost to insert a lien graph. Keep the title of the graph to be PRODUCTIVE ANALYSIS, format it and place it in a Separate sheet. (5 marks)
- (b) Save the changes as productive analysis (2 marks)
- (c) Print the “Join vendor” and “productive analysis” including gridlines (4 marks)