**451/2**

**COMPUTER STUDIES**

**Paper 2**

**(PRACTICAL)**

**MARCH/APRIL 2015**

2 ½ hours

**MOKASA JOINT EVALUATION EXAMINATION**

**Kenya Certificate of Secondary Education**

COMPUTER STUDIES

**Paper 2**

2 ½ hours

**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.*
11. ***This paper consists of 4 printed pages.***
12. ***Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.***
13. (a) Create a folder named **Harper**. Type the document below exactly as it appears using a word processing package and save it as MOCKING\_BIRD in the folder created. (8mks)

**TO KILL A MOCKINGBIRD**

To Kill a Mockingbird is primarily a novel about growing up under extraordinary circumstances in the 1930s in the Soutern United States. In To Kill a Mockingbird, author Harper Lee uses memorable characters to explore civil rights and rasism in the segregated Southern United States of the 1930s.

Told through the eyes of Scout Finch, you learn about her father Atticus Finch, an attorney who hopelessly strives to prove the innocence of a black man unjustly accused of rape; and about Boo Radley, a mysterious neighbor who saves Scout and her brother Jem from being killed.

**The Three Most Important Aspects Of To Kill A Mockingbird:**

The title of To Kill a Mockingbird refers to the local belief, introduced early in the novel and referred to again later, that it is a sin to kill a mockingbird. Harper Lee implies that it’s unjust and immoral.

The events of To Kill a Mockingbird take place while Scout Finch, the novel’s narrator, is a young child. But the sophisticated vocabulary and sentence structure of the story indicate that Scout tells the story many years after the events described, when she has grown to adulthood.

To Kill a Mockingbird is unusual because it is both an examination of racism and a bildungsroman. Lee examines a very serious social problem. Lee seamlessly blends these two very different kinds of stories.

**Unjust & Immoral**

**To Kill a Mockingbird**

(b) Save a copy of the document created above as “MOCKING\_BIRD 2” in the folder created in (a) above and use to answer parts (c) to (e). (1mrk)

(c) (i) Insert a drop cap to the first letter of the first paragraph, dropping it by two lines. (2mks)

(ii) Apply bullets to the paragraphs under the second heading. (3mks)

(iii) Change the first paragraph under the first heading to three columns. (3mks)

(iv) Format the heading “**TO KILL A MOCKINGBIRD**” as follows: (4mks)

* **Alignment**: Right
* **Font type**: Arial black
* **Font size**: 18
* **Font style**: Underline

(v) Proofread the document to correct spelling mistakes (1mrk)

(vi) Set the page to A4 size, with the following margin specifications: (3mks)

* **Top:** 0.63”
* **Bottom:** 0.6”
* **Left:** 0.6”
* **Right:** 0.63”

(vii) Set the line spacing of the last two paragraphs starting with “To Kill a Mockingbird is unusual...” to 2.0. (2mks)

(viii) Insert a header bearing your name and admission number. (2mks)

(ix) Move the 1st paragraph under the second heading to come below the drawing. (2mks)

(x) Set a hanging indent to the 2nd paragraph which starts with “To Kill a Mockingbird is unusual…” (2mks)

(xi) Replace all words written “racism” with “racial discrimination” (2mks)

(xii) Set the 1st paragraph which starts with “To Kill a Mockingbird is primarily a…” so as the text is aligned to the right. (1mk)

(e) Automatically paginate the document using the format **“page x of y”** (1mk)

(f) Apply a page border to the whole document with the following formats: (3mks)

* **Style**: Double line
* **Border color**: Blue
* **Border width**: 2¼pt

(g) (i) Create a table at the end of the document created in (b) above and enter the following data (3mks)

|  |  |  |  |
| --- | --- | --- | --- |
| BOOK \_NO | BOOK\_TITTLE | AUTHOR | PRICE |
| B0-02 | In Cold Blood | Truman capote | 875.00 |
| B0-09 | Roman Holiday | Gregory Peck | 955.00 |
| B0-03 | The catcher in the Rye | J. D. Salinger | 650.00 |

(ii) Insert the title “RELATED BOOK NOVELS” as the first row of the table. Align the title to the center (2mks)

(iii) Apply borders to the whole table (1mk)

(iv) Using a formula, calculate the average cost of books in the table. (2mks)

(h) Print the documents; MOCKING\_BIRD and MOCKING\_BIRD 2 (2mks)

1. The tables below, **STUDENT, SUPERVISOR** and **SUPERVISIONS** are extracts of records kept in MOKASA UNIVERSIRY for project supervisions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Number** | **Name** | **Gender** | **Project Fee Paid** |
| C001 | Ken | M | 32000 |
| C002 | Joy | F | 27800 |
| C003 | Lero | M | 18900 |
| C004 | Moth | F | 42700 |
| C005 | Ben | M | 45000 |

**Table 1 STUDENTS TABLE**

|  |  |  |
| --- | --- | --- |
| **Supervisor Number** | **Name** | **Department** |
| L220 | Alex | Mechanical |
| L230 | Sakaja | ICT |
| L240 | Roy | Electronics |
| L250 | Mati | Education |
| L260 | Joy | Human Resource |

**Table 2 SUPERVISOR S’ TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supervision Number** | **Supervision Date** | **Student Number** | **Supervisor Number** | **Project**  **Title** |
| 100 | 12/03/2015 | C001 | L220 | Java |
| 200 | 22/03/2015 | C003 | L230 | Website |
| 300 | 17/03/2015 | C004 | L240 | Robotics |
| 400 | 02/03/2015 | C001 | L220 | Java |
| 500 | 18/03/2015 | C002 | L240 | Robotics |
| 600 | 12/03/2015 | C004 | L230 | Java |
| 700 | 11/03/2015 | C002 | L250 | Database |
| 800 | 12/03/2015 | C003 | L220 | Java |
| 900 | 12/04/2015 | C005 | L250 | Database |
| 1100 | 12/04/2015 | C002 | L250 | Database |

**Table 3 SUPERVISIONS TABLE**

1. Using a database application software, create a database file named **PROJECT** (1mk)
2. Create three tables named **STUDENT, SUPERVISOR** and **SUPERVISIONS** as shown above. (9mks)
3. Set the primary key for each table. (3mks)
4. Create relationships among the tables. (2mks)
5. Enter the data in the table **STUDENT, SUPERVISOR** and **SUPERVISIONS** as shown above. (9mks)
6. Create a form for each table above. (3mks)
7. Create a query named **BALANCE** to display student name, Gender, project fee balance per student, given that the total project fee is **Ksh.50000**. (4mks)
8. Create a query named **BALANCE2** to display students’ Names, project title whose fee balance is above **Ksh.20000.** . (4mks)
9. Create a bar chart based on question (h) to display students Name and balance. Save as **BALANCE CHART.**  (3mks)
10. Create a report named SUPERVISION to display Students Names, Project Title, names of supervisor, and supervision Dates. The records in the report should be grouped by students’ Name and the number of supervisions by each student should be displayed. (5mks)
11. Title the report as supervision per lecturer. (2mks)

1. Print the following:

* **Tables**: STUDENT, SUPERVISOR and SUPERVISIONS (2mks)
* **Queries**: BALANCE and BALANCE2 (2mks)
* **REPORT**: SUPERVISIONS (1mk)