**NAME……………………………………………………INDEX NO……………………….**

**SCHOOL…………………………………………………CANDIDATE’S SIGN…………**

 **DATE……………………………..**

**451/2**

**COMPUTER STUDIES**

**PAPER 2 (PRACTICAL)**

**MARCH/APRIL 2015**

**Time: 2 ½ Hours**

**KABONDO DIVISION JOINT EVALUATION TEST**

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

## INSTRUCTIONS TO CANDIDATES

### Write your name, school and Index number in the spaces provided above.

### Answer ALL the questions in the spaces provided

* Answer all questions
* All questions carry equal marks
* Passwords should not be used while saving
* Make a print out of the answer on the answer sheet
* Hand in all the print out and the CD

***This paper consists of 3 printed pages. Candidates should check the question paper to ensure that all pages are printed as indicated and no question.***

1. The data in the table was extracted from a survey data on employment

  **Table 1: EMPLOYEE TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Year of birth | Employee ID No. | Employee ID | Job category |
| DAISY | 1980 | 13144 | 01 | GK4 |
| DAVID | 1970 | 11100 | 04 | GK3 |
| DOREEN | 1984 | 14010 | 02 | GK1 |
| DAVIN | 1976 | 12110 | 05 | GK1 |
| ALLAN | 1973 | 11410 | 03 | GK2 |
| KATE | 1968 | 10570 | 04 | GK3 |
| ZEDDY | 1990 | 11040 | 05 | GK3 |
| PIUS | 1998 | 15978 | 03 | GK2 |
| ZION | 1992 | 17192 | 02 | GK4 |
| BOB | 1993 | 18965 | 05 | GK4 |

  **Table 2: EMPLOYEMENT TYPE**

|  |  |
| --- | --- |
| Job category | Job Description |
| GK1 | Casual |
| GK2 | Temporary |
| GK3 | Contract |
| GK4 | Permanent |

 **Table 3: EMPLOYER TABLE**

|  |  |
| --- | --- |
| EMPLOYER ID | EMPLOYER NAME |
| 01 | ONYANGO |
| 02 | WAMBUA |
| 03 | OSHIRO |
| 04 | KATANA |
| 05 | AWINJA |

1. i). Create a database named “STAFF” to store the above (14mks)

ii). Create relationships between the tables (41/2mks)

iii). Use forms to enter data into the tables (101/2mks)

1. i). Generate a report to display the name year of birth, age and employer’s name for the employees who will be over 30 years old by the year 2015. (10mks)

ii). Compute the mean age of employees on the report you created in b (i) above (2mks)

1. i). Create a query to display the employees and their job description. Save the query as “STAFF TYPE”

 ii). Create a pie chart based on the query in c (i) above to display the promotion of the

 employees in various job description. Save the report as CHART

1. Print i). Three tables

 ii). Two report

 iii). Out put of query results for STAFF TYPE

1. Design a sample school newsletter. Use the sample attached as your reference and save publication as SCHOOL NEWS (20mks)

**Required**

1. Set the publication size to A3 and four newspaper columns of equal width (8mks)
2. Set the inside margins to 1 “,the outside to 0.8” and the top and bottom to 0.5 “(4mks)
3. Insert page numbers at the bottom right of the publication (4mks)
4. The title should be in reverse text insert relevant clip arts as shown (10mks)
5. Print the publication (4mks)