

Name:

School:.....

Adm No.

451/2

COMPUTER STUDIES

Paper 2

July / August 2014

2 ½ Hours

MMS JOINT EXAMINATION 2014

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

451/2

COMPUTER STUDIES

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INSTRUCTIONS TO CANDIDATES

- Answer ALL questions

This paper consists of 4 printed pages

Candidates should check the question paper to ensure that all the printed pages are printed as indicated and no questions are missing.

Answer ALL questions.

1. Type the following passage exactly as it appear into a word processor and save it as A:Sirname 1. (20mks)

Ways to share information in word

There are many different ways to share information between office programs. You can make your decision based on how you want the information to appear in the program, whether you want the information updated when it changes and when you want to share the information's with.

TO	USE
Make copy of information that appears in one Program and paste it into another program.	Copy and paste
Quickly copy or move information between two open files	Drag-and-drop editing
Use a file created in another program	Import and export
Create a jump to information in one program and represent it with coloured and underlined text or a graphic	Hyperlink
Copy information from a file created in another program so that you can easily edit the data in the source program without leaving you current document.	Embedded object
Make information available in a public place	Post to a public folder on Microsoft exchange server
Share a file with others so they can review and make comments.	Route a file in e-mail
Send a file to others	Send a file in e-mail.

For more information, use the office assistant or the help index to search for the feature in the use column above that you want to know more about.

- b) Centre the heading and apply border and shading on it. (5mks)

- c) Double line space the whole document. (2mks)
- d) Double indent second paragraph by 1-5' (5mks)
- e) Set margins as follows
- (i) Left margin 2' (2 mks)
 - (ii) Right margin 2.5'. (2 marks)
 - (iii) Top margin 2'. (2 marks)
 - (iv) Bottom margin 2.5' (2 marks)
- f) Insert document header as BUTERE DISTRICT MOCK. (5mks)
- g) Insert document footer as STRONGER. (5mks)
- h) Save the passage as A:SIRNAMES 2
- (i) Print surname 2 and surname 1

2. DATABASE PROCESSING

Create a database file using the data given below and save it as PARTS 1 (15mks)

PART NUM	DESCR	UNION	CODE	NUMBER	B PRICE	S PRICE	PROFIT
A251	IRON	104	HW	3	35.95	37.50	
A252	PARTBOARD	20	SG	2	15.95	18.12	
BA74	BASKETBALL	3	HW	1	24.95	23.30	
CA14	GRIDDLE	78	AP	3	299.99	40.70	
CB03	BIKE	44	Sa	3	399.99	302.75	
BZ66	WASHER	52	HW	2	149.95	255.76	
BT04	GRILL	11	AP	3	349.85	150.99	
CZ81	TREADMAN	68	SG	2	247.90	320.89	

- (i) Insert the record given below as record 5. (4mks)
- ZN74 ZINC 35 AP 75.99 80.75
- (ii) Delete Griddle record from the database file. (2mks)
- (iii) Fill profit column and write down formulae used. (5mks)
- (iv) From the database, extract a query whose profits is greater than or equal to 2.85 and their number is equal to 3 and save your file as Qpart 2. (8mks)
- (v) Delete the NUMBER field from your file. (4mks)
- (vi) Sort your records in ascending order basing on DESCR field. (2mks)
- (vii) Create a report and give it the title PARTS ENTERPRISES. The report should only have the following fields: Description, BUYING PRICE, SELLING PRICE, AND PROFIT. Save it as PARTR
Print PART 1, QPART 2, and PART R.

END