NAME: ……………………………… INDEX NO: ………………………..

SCHOOL: …………………………… CANDIDATE'S SIGNATURE: …………

DATE : …………………………………

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
JULY / AUGUST 2014
TIME: 2½ HOURS

NANDI NORTH SUB-COUNTY JOINT EVALUATION 2014

Kenya Certificate of Secondary Education (K.C.S.E.)
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
TIME: 2½ HRS.

INSTRUCTIONS TO CANDIDATES:
(a) *Write your **Name**, **Index Number** and **School** at the top right hand corner of each printout.*
(b) *Write your name and index number on the CD-R provided.*
(c) *Write the name and version of the software used in each question on the answer sheet.*
(d) *Answer ALL questions.*
(e) *Passwords **should not be used** while saving in the CD-R.*
(f) *All answers MUST be saved in your CD-R.*
(g) *Make printout of answers on the answer sheet provided.*

FOR EXAMINER'S USE ONLY

Question	Candidate's Score
1	
2	
TOTAL	

This paper consists of 4 printed pages.
Candidates should check the question paper to ensure that all the
Papers are printed as indicated and no questions are missing.

1. Kenya is a leading tourist destination worldwide. Below is data from Kenya Tourist Board on Parks, Reserves visited over a period of nine years.

Park / reserve	2001	2002	2003	2004	2005	2006	2007	2008	2009
Nairobi	101.6	90.4	71.3	92.5	99.9	101.8	93	91.8	102.7
Nairobi safari walk	113.5	114.4	66.3	88	127.5	170.8	205.8	202.1	258.5
Amboseli	91.5	92	54.7	101.6	126.2	153.2	156.4	84.7	133
Tsavo west	78.7	76.3	62.6	92.7	105.7	130.9	134.8	71.2	102.7
Tsavo east	132.7	152.8	119.2	158.5	180.1	223.3	237.1	110.9	203.8
Aberdare	40.5	41.5	30.3	44	48.3	54.5	50.4	26.2	36.7
Lake Nakuru	209.4	229.8	216.7	257	344.6	327	346.8	137.7	189.3
Maasai Mara	207.2	231.1	233	240	285.2	316.5	279.7	60	157.9
Haller's Park	87.2	87	99.9	101.2	100.8	128.4	140.9	135.2	137.3

(a) Enter the data shown above into a spread sheet and save it as Park 1. (15mks)

(b) Using a formulae, determine:-
   (i) The total and average number of visitors visiting parks each year. (2mks)
   (ii) The total and average number of visitors visiting each park. (2mks)

(c) Details for animal orphanage were erroneously left out, insert them as third row a 2001 – 151.1, 2002 – 254.5, 2003 – 205.3, 2004 – 239.4, 2005 – 257.8, 2006 – 227.9, 2007 – 264.8, 2008 – 284.5, 2009 – 450.4. (2mks)

(d) Enter an appropriate title and center it across the page, and border your cells. (4mks)

(e) Copy the contents of the worksheet to a blank work sheet and rename the worksheet as Park 2. (2mks)

(f)
   (i) The numbers above are given in thousands (,000)
   (ii) Multiply the totals to show the actual number of visitors. (2mks)
   (iii) Using IF function comment on number of visitors visiting each park as below: (6mks)

Number of visitors	Comment
Below 500,000	Low
Above 1.5 Million	high
Above or equal to 750,000	Medium

(g) Using functions, determine:-
   (i) The highly and the least visited park. (2mks)
   (ii) The year with the highest and the year with the lowest number of visitors. (2mks)

(h) Given that 16% of all visitors came from UK add a new column showing the number of UK visitors. (2mks)

2

(i) Create pie chart showing the percentage of total visitor per park and place it on its own sheet, label the sheet as pie chart. (6mks)

(j) Print Park 1, Park 2 and Pie Chart. (3mks)

2. Type the following passage exactly as it appears into a word processor and save it as 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" (2mks)

(e) Set margins as follows:
   (i) Left margin 2" (2mks)
   (ii) Right margin 2.5" (2mks)
   (iii) Top margin 2" (2mks)
   (iv) Bottom margin 2.5" (2mks)

(f) Insert document header as BUTERE DISTRICT MOCK. (5mks)

(g) Insert document footer as STRONGER. (5mks)

(h) Save the passage as SIRNAMES 2. (1mk)

(i) Print Sirnames 2 and Sirname 1. (2mks)