Name: …………………………………… **Index No:** ………………..………………..

School:……………………………….... Candidate's Signature…………………………

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

July / August 2014

2½ Hours

TRANS -MARA WEST DISTRICT ASSESSMENT TEST

Kenya Certificate of Secondary Education 2014

451/2

COMPUTER STUDIES

Paper 2

(PRACTICAL)`

July / August- 2014

INSTRUCTIONS TO CANDIDATES;

- ❖ *Write your name and index number at the top of the page*
- ❖ *Write your name and index on the **CD** provided*
- ❖ *Write the name and version of the software used for each question attempted in the answer sheet*
- ❖ *Answer all the questions*
- ❖ *All questions carry equal marks*
- ❖ *Passwords should not be used while saving your work*

This paper consists of 4 printed pages. Candidates should check to ascertain that all pages are printed as that no questions are missing.

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1. Design a newspaper publication to appear as indicated in the next page using the following instructions.

   (a) Launch the **DTP** package and set the preference measurements to centimeters and the document margins to 2 cm on all sides (2 marks)

   (b) The heading computer software to have the following styles; (4 marks)

   - Background colour gray
   - Font face Arial
   - Font size 18
   - centered across the page

   (c) The other three headings in the publication to have the styles:

   - Font face Arial Narrow
   - Font size 15
   - Text weight bold
   - Character spacing 120%
   - Alignment centered (5 marks)

   (d) The text under heading Computer software to be in two columns and having the following styles:

   - First character of the paragraph to have a 3 line drop cap
   - Font face Arial Narrow
   - Font size 12
   - Text weight bold
   - Hyphenation disabled
   - Fully justify (2 marks)

   (e) The tree Diagram should be drawn as shown (10 marks)

   (f) Print the publication. (1 mark)

COMPUTER SOFTWARE

Definition: Software is defined as a set of instructions to the computer to perform some task. For one to use the computer it's essential to know its' utilization.. Software is further classified into system software and application software.

SYSTEM SOFTWARE

P erforms a variety of fundamental operations that avails computer resources to the user. These functions include:

1. Booting the computer and making sure that all the hardware elements are working properly.
1. Performing operations such as retrieving, loading, executing and storing application programs .
2. Storing and retrieving files
3. Performing a variety of system utility functions.

System software include:

- Operating system
- Utility programs
- Translators

APPLICATION SOFTWARE

They are developed to help user accomplish specific tasks.

They are classified according to

1. Acquisition
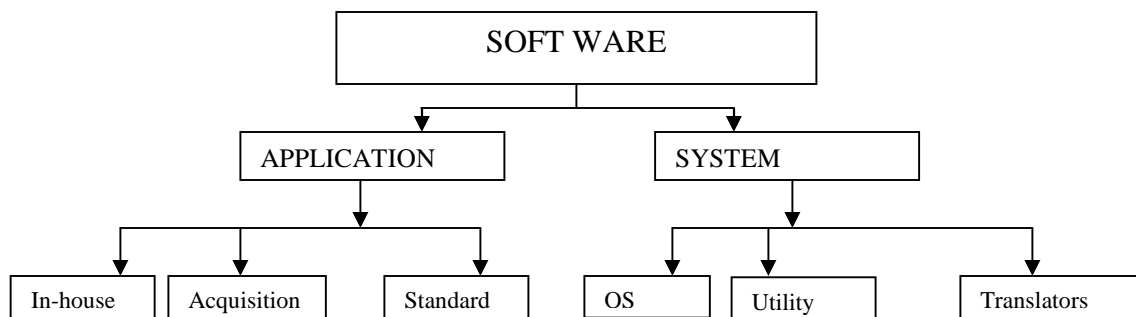2. In-house developed programs
3. Standard software

In-house programs are uniquely designed to meet a particular user's needs.

Standard software are developed by software engineers and made available for purchase by a vendor.

Acquisition refers to how the software are obtained i.e. in-house or off the shelf.

Knowledge is power

STRUCTURED DIAGRAM

```
                    SOFT WARE
                   /          \
          APPLICATION          SYSTEM
         /     |      \        /    |     \
   In-house Acquisition Standard  OS  Utility Translators
```

3

2. Sylvia is the chairlady for the World Starts With Me Club. She has been told to use a database management system (DBMS) to help the club maintain records on the club's members. Perform the following operations just like Sylvia would.

(a) Create a database file called World Starts that has the following fields of data for each member:

(2 marks)

(b) Input the following data save the table as WSM (14 marks)

Last Name	First Name	Membership NO	Date of registration	Age	Fee	Fully paid
Auma	Daniella	1234	12/1/01	15	100	Y
Atieno	Wan	5858	10/1/01	15	50	N
Akongo	Toto	595	08/1/01	14	0	N
Awino	Brenda	966	12/1/01	16	0	N
Awuor	Kibaki	238	10/1/01	13	70	N
Ondigo	Sophie	868	12/1/01	16	100	Y
Wakiaga	Precious	628	12/1/01	15	100	Y
Oketch	Lucy	744	11/1/01	16	60	N

(c) Create a report that contains Members first name, number, date of registration and payment status for those registered on 12/1/01 (4 marks)

(d) Make the Membership number primary key (2marks)

(e) Format the fee figures to 2 decimal places. (1 mark)

(f) Save the query as Club24 (2 marks)

(g) Create another query that would be used to display those last name starts with letter A and aged 15 name it "Age 15" (5 marks)

(h) There was an outcry that the registration amount is very little, using another update the members fee by 10% save the table as WSM2 (4 marks)

(i) Excluding the FULLY PAID field, create a report and give it the title: World Starts With Me Club.

(4 marks)

(j) Save the Report as Our World. (2 marks)

(k) Create a tabular form and get the total fees collected. Save it as From fees. (6marks)

(l) Print Club24, Our World, WSM, WSM2 (4 marks)

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