Name. --_Class._---------------------------_Index No._---------------------/-------------

Date. ---------------------------------------

Signature ---------------------------------------

451/2
COMPUTER STUDIES
Paper 2
(Practical)
March/ April 2016
2½ hours.

Mokasa Joint Exams
COMPUTER STUDIES
Paper 2
(Practical)
March/ April 2016
2½ hours.

INSTRUCTIONS TO CANDIDATES
1. *If not instructed in the question on where to Type your name and index number , you must then type them at the top right hand corner of each printout*
2. *Write your name and index number on the CD*
3. *Write the name and version of the software used for each question attempted in the answer sheet.*
4. *Answer all the questions.*
5. *All questions carry equal marks*
6. *Passwords* **Should not be used** *while saving in the CD*
7. *All answers* **must** *be saved on your CD*
8. *Make a print out of the answers on the answer sheets provided*
9. *Arrange your printouts and tie/staple them together*
10. *Hand in all* **Printouts** *and the* **CD.**

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.

Question 1

a. MOKASA joint exam organizers have contacted you to help them analyze their results during April holidays. Create a new workbook and name it as MO_KA_SA EXAM

	A	B	C	D	E	F	D	H
1	NAME	CLASS	REG NO	RAT1	RAT2	RAT1	TOTAL	MEAN
2	Kerubo Michelle	RED	7984	80	70	59		
3	Ann Kosgei	BLUE	7896	75	55	72		
4	Baraka Odhiambo	RED	8092	86	59	75		
5	Catherine Naserian	RED	7460	80	79	70		
6	Carren Kwamboka	BLUE	7892	76	75	80		
7	Hassan Maasai	RED	7800	38	48	25		
8	Naomi Otieno	BLUE	8490	37	51	29		
9	Wafula Paul	BLUE	8184	30	86	75		
10	Gentrix Ogiek	RED	8082	25	27	20		
11	Waithera Njeri	RED	8033	30	25	25		
12	Sarah Njoroge	BLUE	8047	39	24	25		

    i. Enter the following data in sheet 1   (10 Marks)

    ii. Rename the sheet 1 as SA_CHO   (1 Mark)

    iii. Copy the contents of sheet 1 to sheet 2 and rename it as KA_BA_RA_K (1 Mark)

b. Use formulars that references the cells to calculate

    i. Totals   (2 Marks)

    ii. Average (3d.p)   (3 Marks)

c. Insert a title JOINT EXAM and format it as indicated below:

    • Font type viner hand ict

    • Font size 16.

    • Left align the title.

    • The other subtitles should be rotated 66^0, bolded and italised.   (5 Marks)

d. Use the IF function to award remarks to the students as follows: (3 Marks)

MEAN	REMARKS
>65	Gold
55 – 64	Silver
<54	Bronze

e. Insert a column showing positions and award positions to students basing the scores on means (3 Marks)

f. On the last rows enter formulas to count the total number of students from each class (2 Marks)

g. Sort the students list by class position in descending order. (2 Marks)

h. Copy the entire worksheet onto worksheet 2 and rename it 'MOI_GIRLS'.(2 Marks)

i. Filter MOI_GIRLS worksheet to show student (s) from 'RED' class and whose mean score is less than 50 (4 Marks)

j. Insert a bar graph to display the three RATS and Names (1 Mark)

- Title as JOINT EXAM and label the X-axis as marks and Y-axis as Names (3 Marks)

- Place the legend at the bottom of the graph. (1 Mark)

- Save the chart on a new sheet and name it **GRAPHICAL ANALYSIS**. (1 Mark)

k. Re-arrange your worksheets tabs so that **GRAPHICAL_ ANALYSIS** comes first then **SA_CHO, MOI_GIRLS** and finally **KA_BA_RA_K.** (2 Marks)

l. Create a worksheet based on **MOI_GIRLS** and use show all the formulas used in your calculations and name it **FORMULARS** (2 Marks)

m. Print: **GRAPHICAL_ ANALYSIS, SA_CHO, MOI_GIRLS** and **KA_BA_RA_K.** (4 Marks)

Question 2
The figure below is a sample design of an advertisement for Maisha Bora Company. Use a
desktop publishing package to design the advertisement as follows.   (50 Marks)

a. Create a new publication named advert with the following page layout
   - Paper size: A4,
   - Orientation: landscape
   - Margins: 5 cm all round
   - Set the footer of your publication to display your name on the left edge of the
     page and index number on the right edge of the page

b. Enter text and images as they appear in the sample design.

c. Save your publication as Maisha Bora
d. print your publication