

Name.....Index No.....Adm.No.....

Class.....Candidates Sign..... Date.....

451/2

COMPUTER STUDIES

PRACTICAL

TIME: 2 ½ Hours.

KAMDARA JET - 2016

INSTRUCTIONS TO THE CANDIDATES

1. Indicate your name and index number at the top right hand corner of the printout.
2. Write your name and index number on the CD/removable storage medium provided.
3. Write the name and version of the software used for each question attempted.
4. This paper consists of two questions each having **50** marks.
5. Answer **all** the questions **Passwords should not be** used while saving files.
6. All files created must be saved in the provided CD/removable storage medium.
7. Make printouts of your answers on the answer sheet provided.
8. Hand in all the printouts and the Cd/Removable storage medium used.
9. This paper consists of 7 printed pages.
10. Students should check the question paper to ascertain that all the pages are printed as indicated and no question is missing.
11. Candidates should answer the questions in English.

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1. The document below is a brochure of KENYA UNIVERSITY AND COLLEGES CENTRAL PLACEMENT SERVICE(KUCCPS). Use a desktop publishing package to design it exactly the way it appears with the following Specifications.
- (a) Create a brochure named KUCCPS by creating a new master page with the following page layout.
- (i) Paper size A4
 - (ii) Orientation: Landscape.
 - (iii) Margins guides 0.5inch or 1.3cm on top and bottom,0.5inch or 1.3cm inside and outside.
 - (iv) Put 30% tint accent 3 background (7marks)
- (b)Enter the text and objects and format them as they appear. Use Font size 12 for the text and font size 14 for the titles. (40 marks)
- (c) Save the publication as KUCCPS (1 mark)
- (d) Print the publication (2marks)

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KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

FUNCTIONS

1. Coordinate the placement of government sponsored students to universities and colleges.
2. Disseminate information on available programmes, their costs and the areas of study prioritised by the government.
3. Collect and retain data relating to university and college placement.
4. Advise government on matters relating to university and college student placement.
5. Develop career guidance programmes for the benefit of students.
6. Perform any other function as assigned by the universities Act of 2012.

PLACEMENT

- All universities that offer bachelor's degree programmes and are duly registered by the commission for University Education (CUE) or one of its predecessors are eligible.
- Colleges are eligible if they offer diploma programmes approved by the Technical and Vocational Education and Training Authority (TVETA) or its one of its predecessors.



PROGRAMME ELIGIBILITY

- For a specific programme to be eligible for government sponsorship, it must:
- Be approved by the respective regulating agency.
- Be offered exclusively by the eligible university or college.
- Lead to the award of a Bachelor's degree offered by an eligible institution.
- Lead to the award of a diploma offered by an eligible institution.
- Obtain, in advance, accreditation by the relevant professional/regulating bodies where applicable.
- Be identified as priority area of training by the government.
- Attract applications from eligible applicants.

APPLICANTS ELIGIBILITY

An applicant is eligible if he/she is:

- A Kenyan citizen
- A KCSE candidate who has never before benefited from government Sponsorship; however, candidates of the year preceding the selection are given priority.



2. (a) Create a database called **Employees** and create a table named **Dept.** and enter the following Data. (5 marks)

NAME	BASIC PAY	DEPARTMENT	AGE	STATUS
Marren	16000	Computer	34	Single
Wezo	17000	Computer	44	Married
Dave	19000	Finance	33	Divorced
Charles	21000	Research	33	Single
Davy	23000	Research	25	Single
Thomas	25000	Computer	26	Married
Ann	27000	Finance	28	Married
Susan	29000	Finance	29	Divorced
Tina	31000	Research	24	Divorced
Andrew	33000	Computer	40	Single
Hardy	35000	Finance	20	Married
Selly	37000	Finance	43	Single
Kimani	10000	Research	15	Single
Chep	15000	Finance	35	Divorced
Eddie	35000	Computer	25	Married
Moses	59000	Research	33	Single
Miriam	70000	Finance	56	Divorced
Maurice	32876	Computer	70	Divorced
Alphine	43876	Research	98	Divorced
Cazy	48098	Research	32	Single
Langat	6500	Computer	12	Single
Phenny	29000	Finance	70	Single
Hilda	32000	Computer	13	Married

(b) Create queries to determine

- Number of people with basic salary greater than 32,000/= .Save the query as **basic** (5 Marks)
- Number of people with basic salary less than 45,000/= **AND** come from computer department. Save the query as **computer**. (5 Marks)
- Names of people who are either married or single . save the query as **Status** (4 Marks)
- Those whose salary fall between 25,000/= and 50,000/=.**Salary** (3 Marks)
- Those whose name begin with letter M or end in letter S. Save the query as **Names** (3 Marks)

(c) (i) Create a query to compute the new salary if there is an increment of basic pay by 16%

Save the query as **Salary increment**. (7 Marks)

(ii) Filter using query those who earn above 33000/= and aged between 39 and 70. Save the

query as **Ages** (5 Marks)

(d) (i) Create a form using form wizard in the **Dept** table above. Save as **Form A** (3 Marks)

(ii) Create a form in design view using the **Dept** table above on the form and calculate the

total basic salary for the whole table, add current date and time on the form header.

Save the form as **Form B** (5 Marks)

(iii) Create a report from **Dept** table using design view to display all the data in the table

the title of the report should be **Employee details**. Save the report as

EmployeeReport and print it. (5 Marks)

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