**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**PRACTICAL**

**TIME: 2 ½ Hours**

Instructions to candidates

* Write your name and Adm. No. on the printouts.
* Write the version of the software used for each question.
* Create a folder on folder C and give it your name.
* Passwords should be used while saving your work.
* Answer ALL questions.
* All answer MUST be saved in the folder.
* Make a printout of answer on the answer sheets provided.

1. Makueni County has shortlisted candidates for various positions in that county.

 Use a word processor, type the document as it appears and save it as Makueni main. (18 mks)

Makueni County

Tel: 022466646

E-mail: Makueni@yahoo.com

 P.O. Box 636,

 Makueni

 Tuesday 11, April 2013

 <<Second Name>> <<First name>>

 P.O. Box <<Address>>

 <<Town>>

 Dear <<Tittle>> First Name>>

 **RE: INVITATION FOR AN INTERVIEW**

 Following your application for the <<position>>, I am glad to inform you that you have been shortlisted.

You will be Required to Report for the interview <<address<< at <<time>>. You are required to bring the following documents.

1. Identity card.
2. Original certificate.
3. Two passport size
4. A reference letter

 We are looking forward to seeing you.

 Yours faithfully,

 Sarah Mueni

 Secretary of County

 B. Insert the following as Header : Makueni County. (2 mks)

 C. Create a logo in figure 1 and position it below the statement Makueni County. (4 mks)

BBC

(d) Create a data source to store information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tittle | Second name | First name | Town | Position | Date  | Time |
| Prof. | Jilo | Falana | Tamu | Accountant | 6th Dec | 11.30 a.m |
| Mr. | Kamau | Paul | Nyeri | A lawyer | 7th Dec | 11.30 a.m |
| Miss | Anyango | Wafula | Kisumu | ICT Assistant | 6th Dec | 2.30 a.m |
| Mrs |  Susan | Chemutai | Eldoret | Accountant | 7th Dec | 12.00 |
| Mrs | George | Olwe | Kilungu | Accountant | 4th Dec | 11.00 a.m |
| Miss | Stella | Muute | Kisumu | ICT Assistant | 3rd Dec | 11.00 |

(e) Use mail-merge feature, merge letter Makueni and the last files and save it as Major. (4 mks)

(f) Insert page number on top of each of the merged document. (4 mks)

2. A company ZBQ sells products P,Q and R. Figure 3 shows an extract of a spreadsheet for the company

 sales person and their respective sales in KSh for each product.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Sales person | Product P | Product Q | Product R | Total sales | Point | Categ | T.P |
| 1 | George | 6000 | 4664 | 7500 |  |  |  |  |
| 2 | Jane | 6466 | 1000 | 1600 |  |  |  |  |
| 3 | Paul | 7500 | 8000 | 11000 |  |  |  |  |
| 4 | Kipkorir | 4000 | 6700 | 4000 |  |  |  |  |
| 5 | Anyango | 3000 | 4640 | 3000 |  |  |  |  |
| 6 | Nekesa | 4000 | 5460 | 2300 |  |  |  |  |
| 7 | Kinuthia | 6140 | 9600 | 11600 |  |  |  |  |
| 8 | Gabriel | 2500 | 8900 | 3200 |  |  |  |  |
| 9 | Sonko | 3600 | 10000 | 5000 |  |  |  |  |
| 10 | Wamalwa | 2700 | 2300 | 3000 |  |  |  |  |

Figure 3

1. (i) Using a spreadsheet package, Enter the above information and save it as Kilungu – Table.

 (9 mks)

(ii) Format the worksheet to appear as it is. (4 mks)

1. (i) Type a formula.

 (i) At cell B9 compute the total sales for product P. (1 mk)

 (ii) At cell E2 to compute total for Paul. ( 1 mk)

1. A sales person earns points for the sales of each product based on the following criteria.

(i) 1 point for every Sh. 50 for product P.

(ii) 2 points for every Sh. 66 for product Q.

(iii) 3 points for every Sh. 40 for product R.

 (a) Type a formulae in cells F2 to compute the total points earned by Thomas. (3 mks)

 (b) Apply the formula in (c) (i) to the rest of the sales persons.

1. A sales person is categorized based on points earned as follows.

|  |  |
| --- | --- |
| Point range | Category |
| Over 1300 | Gold |
| 1101 – 1300 | Silver |
| Upto 1100 | Bronze |

 Those sales persons attaining a Gold category earns promotion.

 (i) Type a formula in G4 to determine Kipkorir. (5 mks)

 (ii) Apply the formula in (d) (i) to other cells. (1 mk)

 (iii) Type a formula at G10 to determine the No. of sales persons. (4 mks)

1. Each sales persons earns a total of 20,000 plus 2% of their total sales. (2 mks)
2. Create a line chart showing all products for each sales person. Inset labels on the chart. (9 mks)
3. Rename the worksheet as SalesData and chart sheet as sales charts. (2 mks)
4. Print the following (3 mks)
5. Sales data
6. Sales data showing the formulae.
7. Sales chart