

NAME..... INDEXNO.....

CANDIDATE'S SIGNATURE..... DATE.....

CLASS

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

MARCH 2019

TIME: 2 ½ HRS

Champions Jet

Kenya Certificate of Secondary Education

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 4 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

| | |
|-------------------|--|
| QUESTION 1 | |
| QUESTION 2 | |
| TOTAL | |

Question 1

A firm keeps its details in a computer database. The information below contains details obtained from two tables of the database. Study the tables and answer the questions that follow.

Employees Table

| Employee ID | Employee Name | Department | Job Title | Salary |
|-------------|------------------|------------|-----------|--------|
| 7369 | Mark Koech | Research | Clerk | 48000 |
| 7499 | Philip Meme | Sales | Salesman | 16000 |
| 7521 | Mohamed Ali | Sales | Salesman | 12500 |
| 7566 | Kennedy Simiyu | Research | Manager | 39750 |
| 7698 | David Kamau | Operations | Manager | 38500 |
| 7782 | Titus Ole Simian | Accounting | Manager | 34500 |
| 7788 | John Onyango | Operations | Analyst | 30000 |
| 7821 | Patel Shah | Operations | Analyst | 25000 |

Department Table

| Dept Code | Department | Location |
|-----------|---------------------|----------|
| 10 | Accounting | Nairobi |
| 20 | Research | Nakuru |
| 30 | Sales and Marketing | Mombasa |
| 40 | Operations | Kisumu |

Required:

- Create a database that can be used to store the above data and save it as MACAL in the disc provided. Create the tables and name them appropriately. (6 marks)
- Using appropriate primary and foreign keys, create a relationship between the two tables. Enforce referential integrity between the tables. (4 marks)
- Validate the primary key entry to exactly four and two characters for the Employee ID and Dept Code fields, respectively. (4 marks)
- Create a form for each table and use it to enter the records shown in the tables above. Save the forms as Employ Form and Depart Form, respectively. (11 marks)
- It is required that the dates on which the employees were hired be included in the database. Koech was hired on 10/06/1998, Meme on 15/08/1996, Mohamed on 16/03/1996, Onyango on 09/03/2003, the rest were hired on 13/03/2004. Insert a new field, name it Date of Hire in the Employees table and enter the field. (5 marks)
- Create a query that displays employees who were employed after the year 2000. Save the query as Latest Employees. (4 marks)

- (g) Create a Report that displays the Employee Name, Job title, Department name and Salary, grouped according to location. Save the report as Employee Report. (4 marks)
- (h) (i) Create a query to display the employees, their job description, and locations. Save it as EMPTYPE. (3 marks)
- (ii) Create a pie chart based on the query in h (i) above to display the proportions of the employees in various job descriptions. Save the report as CHART. (4 marks)
- (I) Print: (5 marks)
- (i) Employees and Department table designs.
- (ii) Employee and Department forms.
- (iii) Latest Employees Query.
- (iv) Employee Report.
- (v) The Chart

QUESTION II

- 1 Singlen Clean Limited is a waste management company. They have new services which they would wish to introduce to their clients through a letter. An invoice for previous services offered will be attached to the letter.

The following is a letter and an invoice to one of their clients.



P. O. Box 34891-4444
KONANZURI
PHONE: +254(123)12345 FAX: +254(123)12346

Ref: PB/SCL/A234

Mr. Peter Mkubwa
P. O. Box 3789 - 4444
Mtaa Street

28th February 2011

Dear Customer,

Re: New Waste Management Services

Singlen Clean Ltd, a leading company with expertise in waste management, is pleased to inform you that it has expanded their services. We are now offering disposal of electronic waste at the following reasonable fees:

| Code | Item Description | Fee per unit |
|--------|------------------------|--------------|
| 432809 | Tonner | Ksh. 60.00 |
| 432810 | Computer Monitor | Ksh. 6000.00 |
| 432811 | Computer's System Unit | Ksh. 6000.00 |
| 432812 | Cables | Ksh. 30.00 |

We are happy to have you as one of our esteemed customers and we promise that we shall always strive to remain competitive in this emerging area.

Enclosed, find your invoice for the services offered last month.

Yours faithfully,

Beatrice Lembele
General Manager

SINGLEN CLEAN LTD
P. O. BOX 34891-4444
KONA NZURI
Phone +254(123)12345 Fax +254(123)12346

INVOICE

| Order Number | Customer Name | Order Date | Required Date |
|--------------|---------------|---------------------------|---------------------------|
| 234 | Peter Mkubwa | 23 rd Jan 2011 | 24 th Feb 2011 |

| No | Item Description | Units | Unit Price (Ksh.) | Total Amount (Ksh.) |
|----|------------------|-------|--------------------|---------------------|
| 1 | Broken furniture | 2 | 30000.00 | |
| 2 | Waste papers | 5 | 75.00 | |
| 3 | Assorted wastes | 3 | 1200.00 | |
| | | | | |
| | | | Grand Total | |

Received by: _____ **Signature** _____ **Date** _____

- (a) Using a wordprocessing package, create a document with the following as they appear.
- (i) The letter.
 - (ii) The invoice on the next page.
 - (iii) Save the document as **Singlen**. (42 $\frac{1}{2}$ marks)
- (b) (i) Copy the content of the document named Singlen into a blank document. Save the document as **Newsinglen**. (1 $\frac{1}{2}$ marks)
- (ii) Convert the data in the columns; code, item description and fee per unit into a table without retyping. (2 marks)
- (c) Use wordprocessing formulae to calculate the following in the invoice on the document named Newsinglen.
- (i) Total amount for each item. (1 mark)
 - (ii) Grand total. (1 mark)
- Save your work.

(d) Print each of the following on both sides of the printing paper.

(i) Singlen. (1 mark)

(ii) Newsinglen. (1 mark)

