

451/2 - **COMPUTER STUDIES** – Paper 2
(PRACTICAL)
SEPT/OCT. 2021
TIME: 2 HRS

KASSU JET EXAMINATION
Kenya Certificate of Secondary Education
(K.C.S.E)

Name.....Adm.No.....Class.....

Date:.....Signature:.....

INSTRUCTIONS TO CANDIDATES

1. Type your name and admission number at the top right hand corner of each printout
2. Sign and write the date of the examination below the name and index number on each printout
3. Write your name and index number on the compact disks
4. Write the name and version of the software used for each question attempted in the answer sheet
5. Passwords should not be used while saving in the compact disks
6. Answer all the questions
7. All questions carry equal marks
8. All answers must be saved in your compact disks
9. Make a printout of the answers on the answer sheets provided
10. Hand in all the printouts and the compact disks.
11. This paper consists of 4 printed pages. Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

1. KASSU School intends to carry out mathematics contest in their school for the year 2021. The following is a standard letter inviting other schools to the event.

(a) (i) Create a folder; name it as your name and admission number. (2 marks)

(ii) Using word processor, create the document as it appears. Give the filename **CONTEST** in the folder created (a)(i) above. (19 marks)



THE PRINCIPAL

September 4TH 2021

Dear Sir/Madam,

RE: KASSU SCHOOL ANNUAL NATIONAL MATHEMATICS CONTEST

We have the pleasure to invite your school for the National Mathematics Contest sponsored by the Worldwide Tech Ltd and Brooklyn University to be held at KASSU School on **Saturday 2nd October 2021 starting at 8.00am.**

The objective of the contest is to demystify the perception and fear that students have towards mathematics as being difficult in order to improve the performance of the subject in the country. All participating students will receive Certificates of Participation and those who excel will receive trophies and certificates of merit. Top students i.e. position 1 & 2 per form and in each category (Junior and Senior); boys, girls and mixed, will receive trophies. **Brooklyn University shall award a one-year full scholarship fees to the Best Form Three Boy and Best Form Three Girl.**

The mathematics department that produces the top boy and girl at the grand finale will win a cash prize of **Ksh 150,000 for the department.**

Please confirm your participation by calling the school through **Mr. Olunga on 0726927450** before 27th September 2021 to facilitate for logistical preparations.

Yours faithfully

MR. TOMASO K. NOAH

MRS. KATE WINSLEY

PRINCIPAL

HOD MATHEMATICS

Value Proposition: Exemplary Excellence in Academic Endeavours

- (b) Set the page settings as follows: (4 marks)
- Paper Size: A4
 - Top margins: 0.4" (1.016) cm
 - Bottom margins: 0.4" (1.016) cm
 - Gutter: 0.22" (0.548) cm
- (c) Format the subject heading which starts with "RE: KASSU SCHOOL...." as follows: (3 marks)
- Alignment: Centre
 - Font size: 18
 - Font type: Britannic Bold
- (d) Insert header "Your name and admission number" and include a line object under. (1 mark)
- (e) Apply the following to the paragraph starting with "The objective of the contest....." (1 mark)
- Hanging indent By 0.6" (1 mark)
 - Line spacing to 1.3 (1 mark)
- (f) Format the text containing "Value Proposition" as follows: (2 marks)
- White font color
 - Dark red background
- (g) Create a copy of the document save As **CONTEST_2** and proofread your work. (2 marks)
- (h) Insert page numbering at the bottom right of each page. (1 mark)
- (i) Group all objects in the school logo. (1 mark)
- (j) Apply the following character spacing formats to the second paragraph. (2 marks)
- Condensed by 0.9pts
 - Kerning for fonts at 8 points & above.
- (k) Convert all the last paragraphs into three columns of the same width and height. A line between should separate the columns. (3 marks)
- (l) (i) Convert the names and designations at the bottom of the letter to one column and five rows. (3 marks)
- (ii) Merge the empty rows inside the table to one cell. (1 marks)
- (iii) Put a strikethrough to the names of the designations. (1 mark)
- (m) Insert a watermark with any picture from your computer gallery to authenticate your document. (1 mark)
- (n) Print the two documents. (2 marks)

2. XYZ is a training college that offers three courses to students. A student sits for three types of examinations every semester. Each examination is marked out of 100%. The following table shows sample data collected from the database:

| RECORD NO. | STUDENT ID | STUDENT NAME | EXAM CODE | GENDER | COURSE CODE | DATE ENROLLED | COURSE DESCRIPTION | TUITION FEE | SEMESTER | SCORE |
|------------|------------|--------------|-----------|--------|-------------|---------------|-----------------------------|-------------|----------|-------|
| 1. | ENG-001 | MIKE | 01 | M | D-ENG | 01/11/2017 | Diploma in Engineering | Sh. 25,000 | 2 | 75 |
| 2. | CSC-002 | KIOKO | 02 | F | D-CSC | 02/11/2017 | Diploma in Computer Science | Sh. 35,000 | 2 | 80 |
| 3. | NUR-003 | ABIUD | 03 | M | D-NUR | 03/11/2017 | Diploma in Nursing | Sh. 15,000 | 2 | 65 |
| 4. | ENG-004 | JANE | 02 | F | D-ENG | 01/11/2017 | Diploma in Engineering | Sh. 25,000 | 2 | 60 |
| 5. | CSC-002 | KIOKO | 03 | F | D-CSC | 02/11/2017 | Diploma in Computer Science | Sh. 35,000 | 2 | 78 |
| 6. | NUR-003 | ABIUD | 01 | M | D-NUR | 03/11/2017 | Diploma in Nursing | Sh. 15,000 | 2 | 72 |

- a). Using a database management application split the information in the above table into three tables namely; (15 marks)
- Student enrolment
 - Exam performance
 - Courses offered
- b). Create a relationship between the three tables (3 marks)
- c). Create appropriate forms to be used for entering the records (6 marks)
- d) Create a query to:
- Show all students whose score is greater than 70% save it as **HighScore** (3 marks)
 - Show students whose name end with the letter 'E' save it as **Engineers** (3 marks)
 - Show all students taking Diploma in Computer Science save it as **Comps** (3 marks)
- e). Create a report called **Tuition Summary** displaying the following details: (7 marks)
- Student ID
 - Student Name
 - Course Description
 - Tuition fees
 - Total fees collected
- f). Using a report called **ANALYSIS**, create a column chart showing students performance in the exam. (5 marks)
- g). Print the tables student enrolment, exam performance, courses offered, the Tuition summary and Analysis reports. (5 marks)

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