**451/2 - COMPUTER STUDIES – PAPER 2**

**(PRACTICAL)**

**SEPT/OCT. 2021**

**TIME: 2 HRS**

**LANET JOINT EXAMINATION 2021**

**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.

**QUESTION ONE :50MK**

**(A)** Type the following letter as it appears in a word processor. Use the mail merge feature to produce to produce copies of the same letter to the persons whose details are given below

 (12 Mks)

MHS LIGHT HIGH SCHOOL

P.O.BOX 900

NAKURU

6TH JULY 2010

<NAME>, <ADMNO>

<ADDRESS>

<TOWN> DEAR<NAME>

REF:2008 KCPE RESULTS

I am happy to inform you that the NOV-DEC. Examinations are out. Kindly arrange to visit our school on<Date to visit>at 9.00 am in order to know the details. Remember to carry your original KCPE certificate and examination registration card–bearing the index number.

Yours truly,

Headteacher

Data source (List of candidates)



Required

(i). Save Main document as Main Doc (1 mk)

(ii). Save Data source as Data source (1 mk)

(iii). Change the addresses and reference font size to 14 pt (1½mks)

(iv). Underline the reference (½ mk)

(v). Merge the letter onto main document so as to produce for all the three candidates and save it as ‘Results 2021’ (6 mks)

(vi). Print the letters (3 mks)

**(B)** (i) Type the following text in word processing software and save it in a folder using your Name and Index number

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data(processing)and presenting the results of those operations (Information)Basic characteristics that distinguish a computer from other information

processing devices:

1. A computer is electronic-That is, all its processing operations are carried out with electrical signals

2. A computer can store information for future reference. This is done on temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.

3. A computer is programmable-unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

**HOW A COMPUTER OPERATIONS**

Converting the data (raw facts) into information’s (Organized, usable form) is called data processing. Data get into the system by means of input device e.g keyboard then the performs the necessary calculations or manipulation on the data and finally the organized information is displayed by an output device e.g a monitor.

**FUNCTIONS PERFORMED BY A COMPUTER**

Although computers have many applications, they can perform only three basic tasks.

1. Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)

2. Test relationships between data items (by comparing values)

3. Store and retrieve data

These skills are really no more than people can do, but the computer can accomplish can the task more;

Faster Accurately Reliable

Required

1. Align the title to the center and underline it (1 mk)
2. Add border to the title (2 mks)
3. Replace all the numberings with bullets (2 mks)
4. Insert the footer ‘’Computer F4 Joint Evaluation Test,2010’’ (2 mks)
5. Set the line spacing to exactly 1.5 (4 mks)
6. Insert word Art ‘’COMPUTER’’ and set it to appear behind the text. (5 mks)
7. Search for words ‘’Computer’’ and replace all with ‘’PC’’ (2mks)
8. Move paragraph with the heading ‘’how a computer operates’’ to the end of the document (2 mks)
9. Set the font style of the document to Arial black (3 mks)
10. Save your work as ‘’computer literacy’’ (1 mk)
11. Print your document (2 mks)

**QUESTION 2: 50 Marks**

The data in the tables below was extracted from survey data on employment





