Candidates Name……………………………….. Index Number …………........

School Name …………………………………. Date………….. Signature………..

451/2 - Practical

Computer Studies Paper 2

Time 2 ½ Hours

SUKELLEMO JOINT EVALUATION TEST
MOCK EXAMINATIONS 2022
Kenya Certificate of Secondary Education

Instructions

1. *This paper contains 5 printed pages. Candidates to check that all pages are printed*
2. *Create a folder named **MYEXAM**. Save all your tests answers inside the folder.*
3. *Each task carries 50 marks.*
4. *Study the questions carefully to perform the appropriate options.*
5. *Print on only one side of the paper.*
6. *Record your tasks in CD-R/W*
7. *Handover the printed work and the CD-R/W.*
8. *Answer all questions in English*

Question 1 DTP

Use a publishing software:

a) Create a new publication on an A4 size page document and name it receipt (2 marks)
b) Design this receipt as it appears   (42 marks)

c) Insert 8 copies of the design on a single A4 sized document. Save it as many (4 marks)
d) Print: (2 marks)
   i)   Receipt
   ii)   Many

Question Two

2.   (a)   Figure 2 displays an excerpt from a worksheet for Silicon Kenya, a business that sells computer accessories in Kenyan cities. Create the worksheet using a spreadsheet program and save the workbook as **Accessories_Sales** in the **MYEXAM** folder to print out later. Use the worksheet to answer the questions below.   [14 marks]

Table 1

	A	B	C	D	E	F	G	H
1			SILICON KENYA COMPUTER ACCESSORIES					
2			Cities 2nd Quarter Sales					
3								
4	ID	Item	Dated Recorded	City Region	Quantity	Rate per Unit	Total	
5	1	Hard Disk	01/04/2022	Mombasa	250	2,500.00		
6	2	Pen Drive	04/04/2022	Kisumu	135	450.00		
7	3	Keyboard	12/05/2022	Mombasa	200	280.00		
8	4	Mouse	12/05/2022	Nairobi	150	225.00		
9	5	Hard Disk	18/05/2022	Nairobi	180	2,500.00		
10	6	Pen Drive	20/05/2022	Nairobi	156	330.00		
11	7	Mouse	21/06/2022	Nairobi	250	250.00		
12	8	Keyboard	21/06/2022	Kisumu	170	300.00		
13	9	Monitor	25/06/2022	Nairobi	185	4,500.00		
14	10	Pen Drive	27/06/2022	Mombasa	195	575.00		
15								

(b)   (i)   Compute the total sales for each transaction of the made.   [2 marks]

(ii)   Rename the worksheet as **Original** and Copy the worksheet into a new worksheet and rename it as **Tallies**.   [2 marks]

*From the worksheet named **Tallies** in (b) (ii) above.*

(c)   Calculate the **Total, Average, Maximum**, and **Minimum** sales by adding the rows with the labels "Total Sales," "Mean Sales," "Maximum Sales," and "Minimum Sales," below the Rate per Unit column.   [6 marks]

(d)   Compute the number of sales and total amount of sales that each city made using the appropriate formulas below the worksheet values in (c) above. Label the figures appropriately.   [8 marks]

(e)   Copy the worksheet named **Original** into a new worksheet and rename it as
        RegionsTotal. Filter and copy the records below the worksheet records that meet the
        criteria listed below in Table 2: -   [5 marks]
        Table 2

City Region	Quantity	Total
Nairobi		Less than 50000
Mombasa	Less than or equal to 200	

(f)   Using the records retrieved in (e) above, add a chart sheet named **PieChart** of a 3-D pie
        chart, tilted at 45^0 vertically, showing the percentage contribution of Total sales made for
        each Item, label the slices with the item name and percentage outside the slices. Explode
        the smallest slice.   [6 marks]

(g)   Create a subtotaled list to display the sum of items Total according to regions and then items.
                                                                                                          [3 marks]

(h)   (i)   Print the **Tallies** worksheet showing the formulas.   [4 marks]
        (ii)   Print the **RegionsTotal** worksheet.
        (iii)   Print the chart.