**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADM NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CLASS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**451/2 Paper two**

**COMPUTER STUDIES (Practical)**

**FORM FOUR**

**TERM 2 2022 EXAMS**

**2 ½ HOURS**

**MECS JOINT EVALUATION TEST**

**COMPUTER STUDIES PP2**

**FORM FOUR TERM 2 EXAMINATION 2022**

**INSTRUCTIONS TO CANDIDATES**

1. *Write your name and Admission number in the spaces provided above*
2. ***Password****s should not be used while saving in the* ***Compact disk.***
3. *Answer all questions.*
4. *Make a* ***print out*** *on the answer sheet provided*
5. *Hand all the* ***print outs*** *and the* ***Compact disk****.*

**FOR EXAMINER’S USE ONLY**

|  |  |  |
| --- | --- | --- |
| **QUESTION** | **MAX. MARKS** | **CANDIDATE’S SCORE** |
| **1** | **50** |  |
| **2** | **50** |  |
|  **TOTAL SCORE** |  |

***This paper consists of 4 printed pages. Candidates should check to ensure that all pages are printed as indicated and that no questions are missing.***

1. The data in the tables below were extracted from SuperStar football league management system.

**Table 1: TEAMS TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Code** | **Team Name** | **Address** | **Tel No.** | **Reg Fee** |
| 01 | Maji Mazuri High | Box 0012 | 021542148 | 5000 |
| 02 | Sunshine School | Box 2454 | 025485267 | 3500 |
| 03 | Kabarak High | Box 458 | 025478756 | 4700 |
| 04 | Sacho High | Box 635 | 032547855 | 2400 |
| 05 | Marigat School | Box 2446 | 032458754 | 1200 |
| 06 | Nakuru High | Box 6589 | 015487564 | 1400 |
| 07 | Baringo High | Box 1254 | 031204543 | 5000 |

 **Table 2: RESULTS TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Code** | **Games Won** | **Games Lost** | **Games Draw** |
| 01 | 12 | 2 | 2 |
| 02 | 10 | 3 | 3 |
| 03 | 4 | 8 | 3 |
| 04 | 9 | 3 | 4 |
| 05 | 7 | 3 | 5 |
| 06 | 7 | 6 | 4 |
| 07 | 5 | 9 | 2 |

1. Create a database named “SUPERSTAR” to store the data above (12 marks)
2. Format the *Reg Fee* field as follows:

i) To display the entries with the prefix: “KSh.” correct to two decimal places (2 marks)

ii) Restrict entries to positive values only and should return an error message “*Error: enter positive values only*” if an out of range value is entered. (2 marks)

1. Validate Team Code to 2 characters only (2 marks)
2. Create a suitable table relationship between the tables (3 marks)
3. Design a form for each table and use it to enter the data into the tables (9 marks)
4. i) Create a query named **TotalGamesQuery** to display the fields: Team Code, Team Name and Total games played. (4 marks)

ii) Create a query to show the team name and total points. (**Note: A Win in a game earns a team 3 points, a draw 1 point and a loss 0**). The query should show the 3 best teams based on the total points. Save the query as **BestTeamsQuery**. (5 marks)

1. i) Create a report named **RegReport** to display the Team name, Address, Reg Fee. The report should show the total registration fee collected from all teams. (5 marks)

ii) Sort the records to show the team that has paid the highest amount of registration fee first.

(2 marks)

ii) Title the report as “*Income from registration*” (2 marks)

1. Print each of the following: (2 marks)

i) Teams table and Results table

ii) TotalGames Query and BestTeamsQuery

iii) RegReport

1. a) Open a word processing program and create the document below exactly as it appears. (30 marks)

**BENEFITS OF CO-CURRICULAR ACTIVITIES IN LEARNING INSTITUTIONS**

**EXERCISE IS GOOD FOR MIND, BODY AND SPIRIT**

 When co-curricular activities such as sports, drama, clubs, music etc. are integrated in the curriculum, they help learners acquire balanced growth. The following are some of the reasons why students should be encouraged to participate in co-curricular activities while in learning institutions.

***Co-curricular activities encourage collaboration and help achieve goals***

A

ggressively going for a common goal with team mates and a team manager, teaches one how to shape a collective synergy and effectively communicate the best way to solve problems *en route* to victory. This will be very helpful when one encounters problems at place of work or at home.

***Co-curricular activities boost self esteem***

Realising that hard work pays off brings about self –confidence. Competing and winning in a co curricular activity inspires one to achieve in any other goal set. This is very exciting and rewarding.

***Co curricular activities augment academic work.***

Engaging in co curricular activities requires a lot of time and energy. Sports, drama and Music require skills of memorization, repetition and learning which are directly relevant to class work.

For all these reasons, it is always a great decision to get involved in co-curricular activities.

**CO CURRICULAR ACTIVITIES SCHEDULE FOR THE YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TERM 1** | **TERM 2** | **TERM 3** |
| Primary Schools | Football | Athletics | Music Festivals |  |
| Secondary Schools | Indoor games | Football | School-based activities |
| Technical colleges | Swimming | Indoor Games | Rugby | Indoor games |
| Universities | Football | Motor Sports |

b) Save the document created in (a) above as **cocurricular** in your folder (2 marks)

c) Insert the text “Co curricular Department Resources” as footer. Apply italics to the footer and align it to the centre. (2 marks)

d) Insert a section break at the end of the document created such that the new section starts on a new page. (1 mark)

e) i) Insert a pie chart in the new section to represent the information shown in the following table: (5 marks)

|  |  |
| --- | --- |
|  | **Total Annual Budget** |
| Primary Schools | 20 |
| Secondary Schools | 10 |
| Technical Colleges | 15 |
| Universities | 5 |

ii) Apply a grey background to the chart area created in (i) above (2 marks)

iii) Insert a caption “The Annual projected cost of organising co curricular activities (Ksh. 000,000)” (2 marks)

iv) Change the orientation of the page containing the chart to landscape (2 marks)

f) Insert page numbers at the top right hand corner of the document (2 marks)

g) Save the document and print it on both sides of the paper (2 marks)