**Name Adm Number**

**Date: Sign:**

**END OF TERM II 2022 FORM 4 EXAMINATION**

Kenya Certificate of Secondary Education

**451/2 Paper 2**

**COMPUTER STUDIES**

(Practical)

**August/September 2022 - 2½ HOURS**

**Instructions to candidates**

1. Indicate you name and index number at the top right hand corner of each printout.
2. Write your name and index number on the CD/Removable provided.
3. Write the name and version of the software used for each question attempted in the answer sheet.
4. Answer **all** the questions
5. All questions carry equal marks.
6. Passwords **should not be used** while saving in the CD/Removable provided.
7. All answers must be saved in your CD/Removable provided.
8. Make a printout of the answers on the answer sheet.
9. Arrange your printouts and staple them together.
10. Hand in all the printouts and the CD/Removable used.
11. **This paper consists of 5 printed pages.**
12. **Candidates should check the question papers to ascertain that all the pages are printed as indicated and that no questions are missing.**
13. **Candidates should answer the questions in English.**

**1.** The following is a worksheet extracted from **Mathioya Youth Group Vendors**. They have come together to do a business of selling computer accessories.

**MATHIOYA YOUTH GROUP VENDORS**

**NET PROFIT ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Cost** | **Sales**  | **Gross profit** | **Expenditure**  | **Reserves**  | **Net profit** | **Remarks** |
| Susan Muthoni | 7000 | 13500 |  | 1450 |  |  |  |
| Dennis Ikahu | 4000 | 7000 |  | 1500 |  |  |  |
| Judith Nekesa | 2000 | 9800 |  | 800 |  |  |  |
| Peter Kiondo | 3000 | 6500 |  | 800 |  |  |  |
| Alice Ruguru | 1000 | 3000 |  | 700 |  |  |  |
| Salome Maina | 4000 | 5500 |  | 500 |  |  |  |
| Joseph Opiyo | 6500 | 8000 |  | 400 |  |  |  |
| Sonia Wambui | 5550 | 8885 |  | 550 |  |  |  |
| Mary Watiri | 2500 | 8850 |  | 700 |  |  |  |
| Leah Wanjeri | 5000 | 9360 |  | 540 |  |  |  |
| Joy Maelo | 7000 | 10350 |  | 450 |  |  |  |
| Mohammed Dida | 9000 | 12000 |  | 1800 |  |  |  |
| Kevin Nyutu | 8500 | 10950 |  | 1250 |  |  |  |
| Michael Karanja | 1100 | 5700 |  | 1500 |  |  |  |
| Hilda Njeri | 3500 | 8000 |  | 1150 |  |  |  |

Additional information

1. **Gross profit = Sales – Cost**
2. **Reserves is 10% of Gross Profit.**
3. **Net profit = Gross profit – (Expenditure + Reserves)**
4. Create a workbook and enter the details as above. Rename the worksheet as **Partner’s Vendor** hence save your file as **Youth Group**. (18 marks)
5. Keep the title of the centered across the table and format it to be bold, font size 16 and *Rockwell* font. (2 marks)
6. Apply a text direction of **45°** to all column labels in the table above. (2 marks)
7. Format the figures in sale column to **2** *decimal places*. (1 mark)
8. Using Data Validation tool apply a rule to the cells under **Vendor names** label as follows:

 (3 marks)

Settings: Allow text whose length is larger than five.

Input Message: With a title, *“Vendor Name”* and a message *“Kindly enter a vendor name in this cell”.*

Error Alert: Title, *“Invalid Input”* and a message *“The name you entered is too short for this cell. Please try again”.* With a style **Stop**.

1. Use appropriate formulae/function to calculate:

(i) Gross profit for each member. (2 marks)

(ii) Reserves for each member. (2 marks)

(iii) Net profit for each member. (2 marks)

1. Use “IF function” and net profit to analyse the vendors, taking the following remarks: (4 marks)
	1. If net profit > = 5000, then “V.Good vendor”
	2. If net profit > 2500 to 4999, then “Good vendor”.
	3. If net profit < = 2500, then “Dormant vendor”.
2. Type the labels *Sales Above 5000* and *Total Expenditure above 500* in cells **A21** and **A22** respectively. (1 mark)
3. Using appropriate functions work out the *Number of Sales exceeding 5000* and then *Total Expenditure exceeding 500* into cells **C21** and **C22** respectively. (2 marks)
4. Insert a new column between **Expenditure** and **reserves** and label it as **Expenditure Rank**. Use the new column to find the expenditure position using an appropriate function. The vendor with the least expenditure should be given **Position 1** while the one with highest should be given the last position. (4 marks)
5. Use names of the vendor and cost to insert line graph, the title of the graph to be **Productive Analysis**, format it and place it in a separate sheet. (5 marks)
6. Print the **Partner’s Vendor** and **Productive Analysis** chart. (2 marks)

2. (a) Use a DTP software to design the following publication as it is with the following settings:

 (i) paper size = **A4**

 (ii) orientation = **Landscape**

 (iii) page margins = **0.5** inches all around

* 1. Guides = **3** equal column guides
	2. File name = **DotNetGen** (5 marks)

 (b) Create the three textboxes containing the story. Link the textboxes so as to have the text Autoflowing to the next textbox once the previous one gets filled up.
 (5 marks)

 (c) Design the publication as it appears on the following page on the page you have created and fit all the items within the page. (31 marks)

 (d) Disable automatic hyphenation from the story in the textboxes. (3 marks)

 (e) Insert your name and admission number as header, then your class and page number as footer. (4 marks)

 (f) Print the publication. (2 marks)

