**TERM 2 - 2022**

**COMPUTER STUDIES 451/2**

**FORM FOUR (4)**

**PAPER 2**

**PRACTICAL**

**TIME 2 ½ Hours.**

**NAME……………………………………………………ADM NO……………………………**

**SCHOOL…………………..SIGN: ………………………. DATE:………….**

**INSTRUCTIONS TO CANDIDATES**

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

1. Jumia sales and marketing company sells products J, K, L. The table below shows an extract of a spreadsheet for the company`s salespersons and their respective sales in shillings for each product.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H |
| 1 | **SALES**  **PERSON** | **PRODUCT**  **J** | **PRODUCT**  **K** | **PRODUCT**  **L** | **TOTAL**  **SALES** | **POINTS** | **CATEGORY** | **TOTAL**  **PAY** |
| 2 | Thomas | 4,000.00 | 6,230.00 | 7,500.00 |  |  |  |  |
| 3 | Mary | 4,500.00 | 6700.00 | 8,000.00 |  |  |  |  |
| 4 | Cantona | 5,678.00 | 10,000.00 | 7,800.00 |  |  |  |  |
| 5 | Janeth | 3,200.00 | 4,000.00 | 9,600.00 |  |  |  |  |
| 6 | Maxwell | 8,000.00 | 7,005.00 | 8,900.00 |  |  |  |  |
| 7 | Nambwa | 9,800.00 | 9,670.00 | 10,000.00 |  |  |  |  |
| 8 | Kedeki | 2,700.00 | 3,400.00 | 2,300.00 |  |  |  |  |
| 9 | **TOTAL** |  |  |  |  |  |  |  |

(a) i) Using a spreadsheet package enter the above information and save it as **SALES\_TABLE.** (13 marks)

(b) (i) Type a formula:

I at cell B9 to compute the total sales for product J; (1 mark)

II at cell E2 to compute the total sales for Thomas . (1 mark)

(ii) Apply the formulae to the appropriate cells. (2 mark)

(c) A Salesperson earns points for the sales of each product based on the following criteria;

1 point for every shs. 50 for product J,

2 points for every shs.65 for product K

3 points for every shs.40 for product L

(i) Type a formula in cell F2 to compute the total points earned by Thomas; (3marks)

(ii) Apply the formula in (c) (i) to the rest of the salespersons. (1 mark)

(d) A salesperson is categorized based on points earned as follows.

|  |  |
| --- | --- |
| **POINTS RANGE** | **CATEGORY** |
| Over 1300 | Gold |
| 1101-1300 | Silver |
| Up to 1100 | Bronze |

Those salespersons attaining a Gold category earn a promotion.

(i) Type a formula in G4 to determine Cantona’s category. (4 marks)

(ii) Apply the formula in (d) (i) to other appropriate cells. (2 marks)

(iii) Type a formula at G10 to determine the number of Sales who will earn a promotion (4 marks)

(e) Each salesperson earns a total pay of Shs 20,000 plus 2% commission of their total sales. Using absolute referencing, determine the total pay for each salesperson if the value 2 is entered in cell B12. (5 marks)

(f) Create a bar chart showing product J and L sales person. Insert appropriate labels on the chart. (9 marks)

(g) Rename the worksheet containing the data as **SalesData** and the chart sheet as **SalesChart**. (2 marks)

(h) Print the following: (3 marks)

**(i) SalesData**;

**(ii) SalesData** showing the formulae;

**(iii) SalesChart**.

**Question 2**

Witu Company is an organization that has employed several workers .In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

1. Create a database file and name it records 2016 (2mks)
2. (i)Using the table below create the appropriate fields and split the data into two tables ,one for storing employees records and the other for storing employment records and give them appropriate names (8mks)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EMPLOYEE NO. | NAME | DEPARTMENT | MARITAL STATUS | SALARY | AGE | DEP CODE |
| 2213 | JOHN CLAY | TRANSPORT | MARRIED | 8,000.00 | 35 | D001 |
| 2214 | ROSE JOHNS | CUSTOMER CARE | MARRIED | 10,000.00 | 40 | D002 |
| 2215 | PETER ROGERS | HEALTH | MARRIED | 50,000.00 | 45 | D003 |
| 2216 | JED OTIENO | FINANCE | SINGLE | 20,000.00 | 25 | D004 |
| 2217 | VINCENT JED | TRANSPORT | SINGLE | 8,000.00 | 20 | D001 |
| 2218 | ALLAN LIMO | HEALTH | SINGLE | 4,000.00 | 22 | D003 |
| 2219 | PETER OLOO | HEALTH | MARRIED | 80,000.00 | 35 | D003 |
| 2220 | HUSSEIN KIMAN | FINANCE | SINGLE | 15,000.00 | 26 | D004 |
| 2221 | ROBERT KIBANI | FINANCE | SINGLE | 5,000.00 | 28 | D004 |
| 2222 | JANE LESSOS | TRANSPORT | MARRIED | 6,000.00 | 31 | D001 |
| 2223 | LUCY OJWANG | CUSTOMER CARE | MARRIED | 8,000.00 | 30 | D002 |

(ii) Create screens for each table for inputting the data in the table above (12mk)

(iii) For each of the tables, choose the most appropriate primary key (2mks)

(iv) Create a relationship between the two tables (2mks)

(c.) Create a query to display the files Name, Department and Salary for those employees who earn more than 10,000.00.Save as experts (5mks)

(d)

(i) Generate a tabular report with landscape orientation from the table to display the fields in the following order (5mks)

**EMPLOYEE NO., NAME, SALARY, DEPARTMENT, AGE**

(ii) Sort records in the report in alphabetical of the name field (2mks)

(ii) Compute the total of salary for all the employees and place it below the salary column. Save as **Expenses** (5mks)

(iv) Create a query to display Name, Marital Status, Age and the workers years of birth and save it as YOB (5mks)

(e)Print the two **tables, experts, expenses** and **YOB** (2mks)