Name:…………………………………AdmNo…………………IndexNo……………..…………..

School…………….Class…………..

NYAHOKAKIRA CLUSTER THREE

EXAMINATION
Kenya Certificate of Secondary Education
COMPUTER STUDIES

451/2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
OCT 2022
Time: 2 ½ Hours

INSTRUCTIONS TO CANDIDATES
1. Type your name and index 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

QUESTION	MAXIMUM SCORE	CANDIDATE SCORE
1	50	
2	50	
TOTAL SCORE	100	

QUESTION 1

Create a database and save it as **school** database   (1 mark)

    (a)   Create a Table called 'Students Table' in the school database with the following

            (6 marks)

FIELD NAME	DATA TYPE	FIELD SIZE/FORMAT
AdmNo	Text	10
Name	Text	15
Surname	Text	15
Tel No	Number	Long Integer
Date of Birth	Date/time	Medium date
Fee Paid	Currency	Currency
Foreigner	Yes/No	Yes/No

    (b)   Make the "**AdmNo**" the Primary Key   (1 mark)

    (c)   Open the "Students Table" and enter the following records   (3 marks)

AdmNo	Name	Surname	Tel No	Date of Birth	Fee Paid	Foreigner
4567	John Maina	Muiru	55-67543	19/09/1990	25000	No
4576	Mary Nthenya	Mutua	44-23456	20/12/1991	27000	No
4398	Mark Okech	Otieno	22-65473	13/03/1992	20000	No
5678	Peter Rick	Ben	11-76742	15/06/1994	29000	Yes
4378	Joan Liz	Patel	13-89734	18/09/1990	26000	Yes
4897	Peter Amos	Ben	33-37482	17/04/1993	20000	Yes
4643	Muoka Muoki	Nzoki	44-45362	12/12/1991	23000	No

    (d)   Insert the record given below as record 4   (2 marks)
            4120   Rabecca Kalewa   Ben   44-24242   13/10/1990   27000 No

    (e)   Delete Mary Nthenya record from the database file   (2 marks)

    (f)   Sort the table in Ascending order by surname   (2 marks)

    (g)   Move the Date of Birth and Tel No fields so that the Date of Birth field is now directly after
            the surname field   (4 marks)

    (h)   Change the field size of the Surname to 20   (1 mark)

    (i)   Create a Form named **Entries** with all fields on the Students Table   (3 marks)

    (j)   Insert a picture in the form in a way that all text is visible   (3 marks)

    (k)   Create a report name **Telephone list** based on the Student's Table showing the Fields Name,
            Surname and Tel No.   (4 marks)

    (l)   Insert a picture in the report Header   (2 marks)

(m) (i) Create a query named **StudentB** showing all fields of those students whose surname is Ben (3 marks)
(ii) Create a query named **YOB** showing all fields of those students born after 1991
(3 marks)
(iii) Create a query named **Details** showing only the Student's Name, Student's Surname and Student's Date of birth (3 marks)
(iv) Create a query named **Feebal** showing the fee balance of all students given the total fee is 35000. (3 marks)

(n) Print Students table, Student Entries form, Telephone list, StudentB, YOB and Details, Feebal. (4 marks)

QUESTION 2

The figure below shows the design of a wedding card. You are required to use desktop publishing software to design the card as it appears. Save as PRE_WEDDING

(a) Create the publication with the following page settings and layout: (4 marks)
- i. Paper size : A4
- ii. Landscape orientation
- iii. Margins: 1.2cm all round

(b) Enter the text and other objects and perform formatting to appear like the design above.(34 marks)

(c) After completing the design, create a copy of the publication and save it as NEW-CARD and apply the following formatting operations:
- **(i)** Set the text information starting with "To their pre-wedding….." to the following font settings:
  - **Fontype**: Arial narrow (½ mark)
  - **Size:** 15pts (1 mark)
  - **Line spacing**: 1.2sp (1 mark)
  - **Indent**: Flush left (½ mark)
- **(ii)** Automatically insert a calendar and position to fit slightly above the church. Mark the pre-wedding date with a red color. (3 marks)
- **(iii)** Apply these measurements to the rectangular object containing the heading title "Pre-Wedding Invitation" to 1.67cm height and 15.62 cm width. Add a glow effect (Accent 2. 18pt glow) to the rectangular object. (3 marks)
- **(iv)** Put a gradient effect on the text object containing Thanks and God Bless you". (1 mark)

(d) Print both publications (2 marks)