**Name……………………………………………………………. SCHOOL……………………………..**

**ADMNO……………..CLASS……… Candidate’s sign…………………….**

 **Date………………………………….**

451/2

**COMPUTER STUDIES**

**(PRACTICAL)**

**PAPER -2-**

**Time: 2½ Hours**

**FORM 4**

**END TERM2 EVALUATION TEST– 2021**

***Kenya Certificate of Secondary Education (K.C.S.E)***

451/ 2

**(PRACTICAL)**

**COMPUTER STUDIES**

**(PRACTICAL)**

**PAPER -2-**

**Time: 2 ½ Hours**

## INSTRUCTIONS TO CANDIDATES

### Write your name, school and ADMNOnumber in the spaces provided above.

### No passwords should be used when saving your work.

* **Save your work in one folder with your Adm.no and full name.**
* All questions carry equal marks. **Answer all the questions.**

|  |  |  |
| --- | --- | --- |
| **Question**  | **Marks**  | **AWARDED**  |
| 1 | 50 |  |
| 2 | 50 |  |
| TOTAL  |  |  |

***This paper consists of 4 printed pages.***

***Candidates should check the question paper to ensure that all pages are printed as indicated***

***and no questions are missing.***

1. Create the following Publication using a DTP package and save it as **MCHANGO\_1** and

 Set **paper size**: **A4 portrait** margins **2cms all round**. (5 marks)

1. Create the front page in page 1 and back page in page 2 of your publication (25 marks)

**FRONT PAGE**

**HARAMBEE FOR SCHOOL FEES FOR OUR SON JAMRICK KUSOMA**

**TO MR, MRS, MISS,MS, DR …**………………………………………………………

The family of Mr&MrsMchango wish to invite you for a harambee to raise college fees **for our son JamrickKusoma to be held on12/12/2014 at Kirimiti PCEA church from 2: 30 pm**

**CONTACTS US:**

**MRS MCHANGO**

**P.O. BOX 1655 MARAIGUSHU**

**OR CALL US;**

**075666685422 / 0745100023**

**CONTACTS US:**

**MR. KK MCHANGO**

**P.O. BOX 1655 MARAIGUSHU**

**There is a blessing for giving than receiving – LUCK DUBE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***TITLE***  | ***NAME*** | ***DATE*** | ***AMOUNT***  | ***AVAILABILITY*** |
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| **There is a blessing for giving than receiving – LUCK DUBE** |

***THE BACK SIDE***

**ii)** Using the **master page** insert the heading **“EDUCATION IS THE KEY TO LIFE”** (5 Marks)

**iii)** Insert the**footer** of your names and index no. (2 marks)

**iv)** Insert page 3 and 4,then copy the front page publication to appear as 4 objects in one page one after the other. Rather fit four front page publications in one page (page 3). Using page 4 fit the back page publication to appear as **4 publications** in a single page (page 4) (10 marks)

v) Print the **entire publication** above (3 marks)

**2. 2Queens ICT Services** is a company with numerous branches in Kenya. In order to monitor the performance of the branches and that of the cities in which the branches are located, a database to organize the information is required.

* 1. Create a **database** file and name it **TeamEretria\_dbms**. (2 marks)
	2. (i) Create a table containing the following fields. (4 marks)

|  |  |
| --- | --- |
| **Field Name** | **Field Type** |
| Warehouse\_NO | Number/Numeric |
| Location  | Text/Character |
| County  | Text/Character |
| noOfEmployees | Number/Numeric  |

(ii) Make the field **Warehouse\_NO**the primary key and save the tables as **MafisiT.**

**(**2 marks)

* 1. (i) Create a form from the**MafisiT**table and save it as **Jazia\_1**. (5 marks)

(ii) Use the form to enter the records below. (5 marks)

|  |  |  |  |
| --- | --- | --- | --- |
| Warehouse\_NO | **Location**  | **County**  | noOfEmployees |
| 10 | Alihahr co | Garissa | 100 |
| 20 | Turkana ltd | Turkana  | 142 |
| 30 | Kiawagogi org | Nairobi | 210 |
| 40 | Karura ltd | Kiambu | 150 |
| 50 | Komorocks | Mombasa | 90 |
| 60 | Kogallo | Kisumu | 16 |
| 70 | Moshi  | Nairobi | 89 |
| 80 | Tanamwanga | Kakamega | 700 |
| 90 | Mogotio sisal  | Nakuru | 120 |
| 100 | Chebunye | Bomet | 600 |

* 1. (i) Modify the **MafisiT**table to include an additional field with the heading **SALES (USHS)**  (3 marks)

(ii) Enter the information below for each of the stores. (2 marks)

|  |  |
| --- | --- |
| **Warehouse\_NO** | **SALES(USHS)**  |
| 10 | 789,300 |
| 20 | 685,400 |
| 30 | 376,958 |
| 40 | 255,420 |
| 50 | 457,800 |
| 60 | 682,458 |
| 70 | 541,000 |
| 80 | 235,420 |
| 90 | 152,415 |
| 10 | 133, 443 |

(iii) Apply **USHS as** currency symbol and **two decimal** places to all monetary value. (2 marks)

* 1. (i) Create a query from the **MafisiT** table to display the fields **Location, County, noOfEmployees** and **SALES (USHS)** for stores whose sales are less than **400,000 and Location starts with letter K. Name it as: Start\_K**  (3 marks)

(ii) Sort the records in **the query** above in alphabetical order of **Location** field and save it as **Marudio.**  (2 marks)

* 1. (i) Create a tabular report with **landscape orientation** from the **MafisiT** table to display the fields in the following order. **Warehouse, Location, SALES (SHS) and compute the total sales. Save the report** as **MY DETAILS** (4 marks)

(ii) Sort records in the report in alphabetical order of the **Location** field. (1 mark)

(iii) Insert auto **number 1, 2, 3-10** at the end **right side** of the details. Label it **RANKS**. (5 marks)

(IV). Place**two straight lines** cutting across the page, one above and one below the sales total. (2 marks)

* 1. (i) Insert a header **2QUEENSSERVICES PERFORMANCE** in the report having font size 19 and centre it across the page. (3 marks)

(ii) Remove the report pagination and insert **your name and index number**in **MY DETAILS report.**  (2 marks)

* 1. Print **MafisiT** table, **Marudio** query and **MY DETAILS** report. (3 marks)

**THIS IS THE LAST PRINTED PAGE**