**451/2**

**COMPUTER STUDIES**

**PRACTICAL**

**MARKING SCHEME**

**@*West practice papers-2021***

1. The following table contains data extracted from an employees’ payroll file maintained by a certain company.

(a) (i) Create a database file and save as **Company.** (1 mark)

(ii)Create a table named **Workers** containing the fields in the table.

***(1/2mk x 6 fields, and ½ mk for saving as Workers) Max 3 mks***

(iii) Choose and set an appropriate field as a primary key. (½ mark)

(b) (i) Create a form named **WorkersForm.**

- Form title (11/2mark)

- Controls (3 marks)

- Layout (21/2 marks)

(ii) Use the **WorkersForm** to enter the data above into the **Workers**table. (5 marks)

(c) Create queries to determine:

1. number of people with basic salary greater than 32,000/= .Save the query as **Basic**

***(Query 1 mk, correct criteria 1 mk and saving as Basic 1 mk) Max 3 mks***

1. number of people with basic salary less than 45,000/= and come from computer

department. Save the query as C**omputer.**

***(Query 1 mks, criteria for salary 11/2mks, criteria for department 11/2mks and saving as Computer 1mk) Max 5 mks***

1. those whose name begin with letter ‘M’ or end in letter ‘S’. Save the query as **Names**

***(Query ½ mk, criteria 2mks and saving as Names ½ mk.)max 3 mks.***

(d) (i) Create a query to determine those employees who will earn more than 50,000/= if there

is an increment of basic pay by 10%. Save the query as **SalaryIncrement.**

**(Query ½ mk, calculated field 2 mks, criteria 1 mk and saving as SalaryIncrement ½ mk) Max 4 mks)**

(ii) Create a query to determine the year of birth of each employee from the current year. Save as **YearOfBirth**.

***(Query ½ mk, calculated field for year of birth 2 mks and saving as YearOfBirth ½ mk) Max 3 mks***

(e) (i) Create a report from **Workers**tableto display all the data in the table. Save as **WorkersReport**. (3 marks)

(ii)Modify the **WorkersReport** in (e)(i) above as follows:

1. Add the “**EMPLOYEE SALARY DETAILS”**as the report title. Use font size 19 pts, bold, underline and centre it across the columns containing data.

***(Correct report title 1 mk, font size ½ mk, bold ½ mk, underline ½ mk and centre alignment ½ mk) max 3 mks***

1. Display the employees records according to their department and show the total amount the company spend on each department as salary and the total amount spend on paying all the employees. Save as **WorkersReport\_2**.

***(Displaying employees records according to departments –2mks***

***Departmental salary subtotal – 2 mks***

***Grand total on salaries – 1 ½ mks***

***Saving as WorkersReport\_2 – ½ mk) Max 6 mks***

(f) Print:

1. Workers table; ***(1 mk)***
2. YearOfBirth query; ***(1 mk)***
3. WorkersReport\_2. ***(1 mk)***
4. (i) Insert two blank rows at the top of the worksheet.

***(1/2x 2 = 1 mark)***

(ii) Enter the following title and subtitle in the blank rows respectively; HITECH COMPUTER COLLEGE and APPLICANTS FILE. ***(½ x 2=1 mark)***

(iii) Centre the title and subtitle across the columns that contain data.***(1 x 2=2 marks)***

1. Using functions, compute:

(i) the mean for each student and format it to zero decimal place.***(3 marks)***

(ii) the position of each student. ***(2 marks)***

(iii) the highest score for each subject. ***(2 marks)***

***(Deny marks if the candidate used a formula)***

1. The college wishes to analyze the applicants’ data in order to find those applicants who qualify for admission to pursue a course in IT. Successful candidates MUST meet the following minimum requirements;
   * Must have scored a mean of 45 marks and above;
   * Must have scored 60 marks and above in Mathematics;
   * Must have scored 50 marks and above in either English or Kiswahili.

Enter an appropriate function in cell I4 and copy it to other cells to determine whether the student qualifies for admission. If the student qualifies, the function should display ‘Successful’. Otherwise it should display ‘Unsuccessful’. (7 marks)

1. Create a function to find the number of applicants who are successful. (2 marks)
2. Copy the entire worksheet to sheet 2 and rename it as Successful Applicants.

***(Copying entire worksheet to sheet 2 – 2 mks***

***Renaming sheet 2 as Suceessful Applicants – 1 mk)***

1. Filter the ‘Successful Applicants’ sheet to display the records of those applicants who are successful. (3 marks)

1. Using a Word processor totype the following letter as it appears and save it as **Admission letter1**.

***Bold – 1mk***

***Double underline – 1 mk***

***Single underline – 1 mk***

***Checking spelling errors – 1 mk***

* 1. ***line spacing – 1 mk***

***Completeness – 2 mks***

***Saving as Admission letter1 – 1mk***

***Max 8 marks***

1. Merge the admission letter in (g) above with the ‘Successful Applicants’ Sheet you created in a spreadsheet to generate personalized letters to the successful applicants. Save as **Admission letter2**.

***Merging the two files – 11 mks***

***Saving as Admission letter2 – 1 mk***

***Max 8 mks.***

1. Print:
2. Sheet1;
3. Successful Applicants Sheet;
4. Admission letter1;
5. *any one* successful applicant’s admission letter in Admission letter2.

***(1 x 4=4 mks)***