**Name…………………………………………………Index No…………..………Adm.No…………..**

**Class……………..Candidates Sign………………………………… Date…………………**

**451/2**

**COMPUTER STUDIES**

**PRACTICAL**

**TIME: 2 ½ Hours.**

**ARISE AND SHINE TRIAL 1 EXAMINATION– 2022**

**INSTRUCTIONS TO THE CANDIDATES**

1. Indicate your name and index number at the top right hand corner of the printout.
2. Write your name and index number on the CD/removable storage medium provided.
3. Write the name and version of the software used for each question attempted.
4. This paper consists of two questions each having **50** marks.
5. Answer **all** the questions **Passwords should not be** used while saving files.
6. All files created must be saved in the provided CD/removable storage medium.
7. Make printouts of your answers on the answer sheet provided.
8. Hand in all the printouts and the Cd/Removable storage medium used.
9. This paper consists of 7 printed pages.
10. Students should check the question paper to ascertain that all the pages are printed as indicated and no question is missing.
11. Candidates should answer the questions in English.
12. The document below is a brochure of KENYA UNIVERSITY AND COLLEGES CENTRAL PLACEMENT SERVICE (KUCCPS). Use a desktop publishing package to design it exactly the way it appears with the following specifications:
13. Create a brochure named KUCCPS by creating a new master page with the following page layout.
14. Paper size A4
15. Orientation: Landscape.
16. Margins guides 0.5inch or 1.3cm on top and bottom, 0.5 inch or 1.3cm inside and outside.
17. Put 30% tint accent 3 background (7 marks)
18. Enter the text and objects and format them as they appear. Use Font size 12 for the text and

font size 14 for the titles. (40 marks)

1. Save the publication as KUCCPS (1 mark)
2. Print the publication (2 marks)

APPLICANTS ELIGIBILITY

KENYA UNIVERSITIES AND COLLEGES CENTRAL

PLACEMENT SERVICE

FUNCTIONS

1. Coordinate the placement of government sponsored students to universities and colleges.
2. Disseminate information on available programmes, their costs and the areas of study prioritised by the government.
3. Collect and retain data relating to university and college placement.
4. Advise government on matters relating to university and college student placement.
5. Develop career guidance programmes for the benefit of students.
6. Perform any other function as assigned by the universities Act of 2012.

* All universities that offer bachelor’s degree programmes and are duly registered by the commission for University Education (CUE) or one of its predecessors are eligible.
* Colleges are eligible if they offer diploma programmes approved by the Technical and Vocational Education and Training Authority (TVETA) or its one of its predecessors.
* For a specific programme to be eligible for government sponsorship, it must:
* Be approved by the respective regulating agency.
* Be offered exclusively by the eligible university or college.
* Lead to the award of a Bachelor’s degree offered by an eligible
* institution.
* Lead to the award of a diploma offered by an eligible institution.
* Obtain, in advance, accredation by the relevant professional/regulating bodies where applicable.
* Be identified as priority area of training by the government.
* Attract applications from eligible applicants.

An applicant is eligible if he/she is:

* A Kenyan citizen
* A KCSE candidate who has never before benefited from government Sponsorship; however, candidates of the year preceding the selection are given priority.

PROGRAMME ELIGIBILITY

PLACEMENT POLICY(ABRIDGED)(ABRIDGED

1. Company XYZ sells products P, Q and R. Figure 1 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 P** | **PRODUCT Q** | **PRODUCT R** | **TOTAL SALES** | **POINTS** | **CATEGORY** | **TOTAL PAY** |
| 2 | Thomas | 4,000.00 | 6,230.00 | 7,500.00 |  |  |  |  |
| 3 | Jane | 4,500.00 | 6,700.00 | 8,000.00 |  |  |  |  |
| 4 | Gabriel | 5,678.00 | 10,000.00 | 7,800.00 |  |  |  |  |
| 5 | Kipkorir | 3,200.00 | 4,000.00 | 9,600.00 |  |  |  |  |
| 6 | Anyango | 8,000 | 7005.00 | 8,900.00 |  |  |  |  |
| 7 | Nekesa | 9,800.00 | 9,670.00 | 10,000.00 |  |  |  |  |
| 8 | Kinuthia | 2,700.00 | 3,400.00 | 2,300.00 |  |  |  |  |
| **9** | **TOTAL** |  |  |  |  |  |  |  |

Figure 1

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

(9 marks)

(ii) Format the worksheet to appear as it is. (4 marks)

1. (i) Type a formula:
2. at cell B9 to compute the total sales for product P; (1 mark)
3. at cell E2 to compute the total sales for Thomas (1 mark)

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

1. A salesperson earns points for the sales of each product based on the following criteria;

* 1 point for every shs 50 for product P,
* 2 points for every shs 65 for product Q,
* 3 points for every shs 40 for product R.

1. Type a formula in cell F2 to compute total points earned by Thomas; (3 marks)
2. Apply the formula in c(i) to the rest of the salespersons. (1 mark)
3. 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.

1. Type a formula in G4 to determine Gabriel’s category. (5 marks)
2. Apply the formula in d(i) to other appropriate cells. (1 mark)
3. Type a formula at G10 to determine the number of salespersons who will earn a promotion.

(4 marks)

1. 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)
2. Create a bar chart showing Product P and Product R sales for each salesperson. Insert appropriate labels on the chart. (9 marks)
3. Rename the worksheet containing the data as **SalesData** and the chart sheet as **SalesChart**

(2 marks)

1. Print the following: (3 marks)
2. **salesData**
3. **SalesData** showing the formulae;
4. **SalesChart.**