**NAME: ........................................................... ADM NO.: .............................**

**MURUGI ZONE**

**COMPUTER STUDIES PAPER 2(451/2)**

**PRACTICAL**

**Time:**  2 ½ HOURS

**INSTRUCTIONS TO CANDIDATES.**

* ***Type your name and index number at the top right hand corner of each printout***
* ***Sign and write the date of the examination below the name and index number on each printout***
* ***Write your name and Admission number on the compact disks***
* ***Write the name and version of the software used for each question attempted in the answer sheet.***
* ***Passwords should not be used while saving in the compact disks.***
* ***Answer all the questions***
* ***All questions carry equal marks***
* ***All answers must be saved in your compact disks***
* ***Make a printout of the answers on the answer sheets provided.***
* ***Hand in all the printouts and the compact disks.***

**COMPUTER PAPER TWO**

**Question 1**

1. Create a folder on the desktop called MAVUNO COMPANY LIMITED. (50 marks)
2. Using spreads sheet program enter the following data and Save the file as *mavuno payroll*inside the folder created above.(10 marks)
3. Insert printable borders(2 marks)
4. Arrange the department from A to Z (2 marks)
5. Rename sheet one as ***original***.(1 mark)



1. Copy original sheet to sheet two and rename it as payroll, calculate the following ;(12 marks)
2. Basic pay
3. Gross pay
4. Tax deductions
5. Nssf contributions
6. Allowances
7. Net pay

***Nb: Use the formula below***

BASIC PAY =HOURS WORKED \*HOURLY RATE

ALLOWANCE ARE ALLOCATED AS 10% 0F BASIC PAY

Gross pay =BASIC PAY + ALLOWANCE

TAX DEDUCTION is calculates as 20% of the GROSS PAY

NET PAY=GROSS PAY-DEDUCTIONS

1. Copy names and basic pay to sheet three rename sheet three as **chart.(2 marks)**
2. **Create column chart using employee’s names, basic pay and allowances.(3 marks)**
3. **Set the chart title as payroll at the top 2022(2 marks)**
4. **Insert legend at the bottom(1 mark)**
5. **Add data labels at the top(1 mark)**
6. **Format chart border as; solid line, solid color-red, transparency-50%.(3 marks)**
7. **Copy *pno, name,gender,department and netpay* from payroll sheet to calculate the following ;**

**(2 marks)**

1. **Calculate the subtotals of each department and grand total, save the sheet as subtotals (4 marks)**
2. **Freeze the header(1 mark)**
3. **Print the following; (4 marks)**
4. **Original worksheet**
5. **Payroll worksheet**
6. **Chart worksheet**
7. **Subtotals worksheet**

Basic Pay = Hours Worked \* Hourly Rate.

(ii). Allowances are allocated at 10% of the Basic Pay.

(iii). Gross Pay = Basic Pay + Allowances.

(iv). Tax Deduction is calculated at 20% of the Gross Pay.

(v). Net Pay = Gross Pay – Tax Deductions.

Basic Pay = Hours Worked \* Hourly Rate.

(ii). Allowances are allocated at 10% of the Basic Pay.

(iii). Gross Pay = Basic Pay + Allowances.

(iv). Tax Deduction is calculated at 20% of the Gross Pay.

(v). Net Pay = Gross Pay – Tax Deductions

**Question 2**

**Design a publication to appear exactly as shown in the next page using the following instructions.**

 **(20marks)**

**a) (i) Launch the DPT package and set measurements to centimeters and the margins 2cm all round**

 **(ii) Paper size A4 portrait.**

**b) Save your work as “Modern computers” (2marks)**

**c) The heading “*Introduction to computers The Basics”* to have the following styles. (5marks)**

* **Centered across the page**
* **Font face**
* **Font size: 18**
* **Background Texture: Granite**
* **Format the drop cap in the first line as it appears**

**d) The heading “Hardware” in the publication to have the styles. (5marks)**

* **Font face: Arial Narrow**
* **Font size: 16**
* **Text weight: Bold**
* **Character spacing: 180%**
* **Alignment: Centered**

**e) The text under the heading “Hardware” to be in two columns and having the following styles. (3marks)**

* **Font size: 12**
* **Dashed outline on the first column**
* **First character of the first column to be dropped by 4 lines as shown.**

**f) Insert the banner bearing the text auxiliary as it appears. (3marks)**

**g) - Enter the text below the banner in three columns as shown (4marks)**

 **- Insert lines between the three columns (3marks)**

 **- Type and format the text below the three columns exactly as it appears (3marks)**

**h) Print the publication.**

