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

***Date ……………………………..… School……………………….…………….… …………………***

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**April, 2023**

**TIME: 2 ½ HRS**

**MOMALICHE JOINT EXAMINATION**

**Kenya certificate of secondary education**

**(K.C.S.E)**

**Instructions to candidates**

**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.*
11. ***This paper consists of 5 printed pages.***
12. ***Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.***

1. The following data was extracted from Applicants’ file for Momaliche high school comp/Maths teacher recruitment

1. (i) Enter the data as it appears in a spreadsheet. And save it as **INTERVIEW** (13mks)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| 1 | NAME | ADDRESS | TOWN | comp | Math  | Eng | MEAN | APPLICANT’S POSITION | REMARK |
| 2 | Willington  | 400 | Nairobi | 40 | 60 | 60 |  |  |  |
| 3 | Benjamin  | 3201 | Kisumu | 55 | 50 | 40 |  |  |  |
| 4 | Nyambane T. | 5600 | Kisii | 70 | 60 | 50 |  |  |  |
| 5 | Grace  | 1236 | Bungoma | 30 | 80 | 70 |  |  |  |
| 6 | Rebbeca  | 48 | Eldoret | 75 | 70 | 80 |  |  |  |
| 7 | Fatuma A | 6032 | Mombasa | 40 | 30 | 50 |  |  |  |
| 8 | Kamau J. | 8021 | Nyeri | 50 | 40 | 55 |  |  |  |
| 9 | Achieng . | 209 | Siaya  | 80 | 50 | 70 |  |  |  |

(ii) Insert two blank rows at the top of the worksheet. (1 mark)

(iii) Enter the following title and subtitle in the blank rows respectively; MOMALICHE HIGH SCHOOL RECUIRTMENT FILE and APPLICANTS DETAILS. (3marks)

(iv) Centre the title and subtitle across the columns that contain data. (2marks)

1. Using functions, compute:

(i) The mean for each Applicant and format it to 2 decimal places. (3marks)

(ii) The position of each Applicant. (3marks)

1. The highest and lowest score for Benjamin, enter the answers in L3 and M3 respectively (3marks)
2. The school wishes to analyze the applicants’ data in order to find those applicants who qualify for recruitment. Successful candidates MUST meet the following minimum requirements;
	* 1. Must have scored a mean of 40 marks and above;
		2. Must have scored 60 marks and above in Computer;
		3. Must have scored 50 marks and above in either Mathematics or English.

Use the above criteria to remark If the applicants qualifies, the function should display ‘Successful’. Otherwise it should display ‘Unsuccessful’. (5mark)

1. Using a function find the number of applicants who are successful. (2marks)
2. Copy the entire worksheet to sheet 2 and rename it as Successful Applicants. (2marks)
3. Filter the ‘Successful Applicants’ sheet to display the records of those applicants who are successful. (2marks)
4. In a new worksheet Create a bar chart to compare the performance of mathematics and computer for all applicants (4marks)

(i) Insert SUBJECT **PERFORMANCE** as the heading of the chart (2 mark)

(ii) Assign the appropriate LEGENDS to the chart (1 mark)

1. Name the axis appropriately (2 marks)
2. Print: (2 marks)
3. **INTERVIEW**;
4. Successful Applicants Sheet;
5. 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:
6. Create a brochure named KUCCPS by creating a new master page with the following page layout.
7. Paper size A4
8. Orientation: Landscape.
9. Margins guides 0.5inch or 1.3cm on top and bottom, 0.5 inch or 1.3cm inside and outside.
10. Put 30% tint accent 3 background (7 marks)
11. 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