**END OF TERM TWO – 2024**

**451/2 COMPUTER STUDIES**

**Paper 2 (PRACTICAL)**

**2 ½ hours**

**JULY/AUGUST 2024**

**FORM THREE**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADM NO\_\_\_\_\_\_\_\_\_\_\_\_\_CLASS\_\_\_\_\_**

**INSTRUCTIONS TO CANDIDATES**

1. Indicate your name and index number at the right hand corner of each 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 in the answer sheet provided
4. Answer all the questions
5. All questions carry equal marks
6. Passwords should not be used while saving in the CD/removable storage Medium
7. Marked printout of the answers on the sheet
8. Arrange your printouts and staple them together
9. Hand in all the printouts and the CD/removable storage medium used
10. All the work should be saved at the desktop of your computer in a folder named with our name and index number. All the work in your folder should be burned to the CD/WR provided

1. The Management of a company owning a chain of hotels intend to use a spreadsheet program to compute the revenues in thousands of Kenya Shillings for the hotels during the 1st, 2nd, 3rd and 4th quarters. The hotels are rated as 2 star, 3star, 4 star and 5 star. **Figure 1** below shows an extract of the worksheet.



Figure 1

1. Open a spreadsheet program and create the worksheet extract as it appears in Figure 1. Save the workbook as **Task 1**

 (11 marks)

1. Use a function and cell addresses to calculate:
2. Total revenue for each quarter; (2 marks)
3. Total revenue for each hotel. (2 marks)
4. (i) Insert two rows above row 1 and type the title "MBALAMBALA GROUP

 HOTELS" in cell Al (2 marks)

 (ii) Merge the cells in the range Al: G1. (l mark)

 (iii) Apply bold and font size 15 to the title. (1 mark)

1. Using cell addresses only, compute the administrative cost for each quarter given that the cost is a percentage of total revenue and the percentage rate is in cell B18. (3 marks)
2. Apply thick outside borders and regular inside borders to cells in the range A3:G18

(2marks)

1. (i)Copy all the contents of the current worksheet to a new worksheet. (2marks)

 (ii)Rename the old worksheet as **original** and the new worksheet as **formatted**

 (2 marks)

1. (i) Change the page layout orientation of the formatted worksheet to landscape and the page size scaled to 80%. (2 marks)

(ii) Enter the values 2, 3, 4 and 5 in the cell range B20: B23 respectively representing the hotel star category ratings. (1 mark)

 (iii) Using a function and cell references:

 I compute the total revenue for each hotel references;

II compute the total revenue for each hotel category in the 1st quarter using reference values in the range B20: B23 in cells C20: C23. (5 marks)

 (iv) Sort the revenues from the hotels in descending order of hotels. (2 marks)

1. (i) Create a column chart that compares the revenues of the hotels in star category 4 for the 1st and 2nd quarter. (4 marks)

(ii) Format the chart created as follows:

1. Chart title "FIRST AND SECOND QUARTER REVENUES" (2 marks)
2. Move the chart to a new sheet and rename the sheet as **FourStar Revenues.**

(2marks)

|  |  |
| --- | --- |
|  (i) Save the changes and print later each of the following: |  |
|  (i) **original** worksheet showing the column and row headings; | (2 marks) |
|  (ii) **formatted** worksheet; | (l mark) |
|  (iii) **FourStar Revenues** chart. (2marks) |  |

2. Popo City planners intend to use a Desktop Publishing program to draw a plan for a section of a city. Assume you have been given the task.

 (a) (i) Open a desktop publishing program and set the page layout orientation to portrait and

 and paper size to A4. (2 marks)

 (ii) Save the publication as **Task 2** (l mark)

1. Create the city plan as it appears in **Figure 2** ensuring that the design covers the entire

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|  printable area of the page. | (46 marks) |
| (c) Save the changes and print the publication later. | (l mark) |

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POPO CITY PLAN



Figure 2