**NAME ……………………………………..……………….. DATE …………………………………**

**INDEX NO. …………….……….……..…..… CANDIDATE’S SIGNATURE …………..…..………..**

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2½ HOURS**

**GOLDEN ELITE EXAMINTIONS 2020**

*Kenya Certificate of Secondary Education*

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2½ HOURS**

**INSTRUCTIONS TO CANDIDATES**

1. Type your name and index number at the top right hand corner of each print out
2. Write your name and index number on the diskette/CD-R provided
3. Write the name and version of software used in each question on the answer sheet
4. Answer **ALL** the questions
5. Passwords **should not be used** while saving in the diskette/CD-R
6. All answers **MUST** be saved in the diskette/CD-R
7. Make print out of answers on the answer sheet provided

**FOR EXAMINER’S USE ONLY**

|  |  |
| --- | --- |
| **Question** | **Candidate’s score** |
| **1** |  |
| **2** |  |
| **Total score** |  |

***This paper consists of 4 printed pages.***

***Candidates should check to ensure that all pages are printed as indicated and no questions are missing***

**QUESTION ONE**

1. (a) Assume you are the Director AMACO INSURANCE COMPANY LTD you want to update your customers on the current dues as per the insurance cover each client have. Use mail merge to write an official letter to **FIVE CUSTOMERS** informing them of this. Your letter must meet the following conditions.

 i. Must have the header at the top with the company's name as the letter head (2mks)
ii. Must have footer at the bottom indicating the current date and time, left aligned. (2mks)
iii. The insurance will cover the vehicles and each client due, car number will not be the same. (2mks)
iv The address lines will include Title

 First name

 Last name

 Address

 Country

 Car no plate

 Amount due (14mks)

(b) (i) Prepare the table below in Ms word and then apply formatting as follows and save as MSS (8 mks)

|  |
| --- |
| **MEYSA SYSTEMS AND SERVICES** |
| **Technical information** | **Action taken** |
| Machine description | Problems found | Diagnostic checks | Solutions |
| Compaq / evo | hardware | software | Memory video | 1 | Replacing vga |
| 6522 |  |  | Faulty component VGA CARD | 2 | Installing drivers |
| Desktop | No display | VGA CARD | 3 | Rebooting system |

 (ii) Format the table with border line colour red and choose double line (5mks)

 (iii) Shade the table to tight green colour for the first two rows and light blue shading for therest of the table (5mks)

(c) Type the paragraph below, save it as computer and apply formatting as stated (4mks)

 Computer Program is a set of instructions that direct a computer to perform some processing function or combination of functions. For the instructions to be carried out a computer must execute a program, that is, the computer reads the program, and then follows the steps encoded in the program in a precise order until completion. A program can be executed many different times, with each execution yielding a potentially different result depending upon the options and data that the user gives the computer.

 (i) The text "computer program" should be the title, change its case to upper case font TREBUCHET

 MS size 16, colour green (2mks)

(ii). Find the word 'instructions' look for its meaning in the computer dictionary and finally replacethe word

 with new meaning from the dictionary (3mks)
(iii). Format the whole paragraph to justified alignment shading colour light green (3mks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **BASIC PAY** | **DEPARTMENT** | **AGE** | **STATUS** |
| Peter | 15000 | Computer | 34 | Single |
| John | 17000 | Computer | 44 | Married |
| Kamau | 19000 | Finance | 33 | Divorced |
| Charles | 21000 | Research | 33 | Single |
| Johns | 23000 | Research | 25 | Single |
| Thomas | 25000 | Computer | 26 | Married |
| Ann | 27000 | Finance | 28 | Married |
| Susan | 29000 | Finance | 29 | Divorced |
| Tina | 31000 | Research | 24 | Divorced |
| Andrew | 33000 | Computer | 40 | Single |
| Hardy | 35000 | Finance | 20 | Married |
| Njeri | 37000 | Finance | 43 | Single |
| Kimani | 10000 | Research | 15 | Single |
| Silamtoi | 15000 | Finance | 35 | Divorced |
| Tina | 35000 | Computer | 25 | Married |
| Moses | 59000 | Research | 33 | Single |
| Miriam | 70000 | Finance | 56 | Divorced |
| Maurice | 32876 | Computer | 70 | Divorced |
| Alphie | 43876 | Research | 98 | Divorced |
| Albert | 48098 | Research. | 32 | Single |
| Langat | 6500 | Computer | 12 | Single |
| Phenny | 29000 | Finance | 70 | Single |
| Hilda | 32000 | Computer | 13 | Married |

2.

Create data base called personnel and create a table named department (5 mks)

(b) Create queries to determine (save each query using the alphabet numbers below)

 i. Number of people with basic salary greater than 32,000= (5 mks)

 ii. Number of people with basic salary less than 45,000= AND come from computerdepartment(5mks)

 iii. Names of people who are either married or single. (4 mks)

 iv. Those whose salary fall between 25,000/= and 50,000= (3mks)
v. Those whose name begin with letter M or end in letter S (3 mks)

(c) (i) Create a query to compute the new salary if there is an increment of basic pay by 50% (7mks)
(ii) Filter using query those who earn above 33000/= and aged between 39 and 70 (5 mks)

(d) (i) Create a form using form wizard using the Departmental table above. (3mks)
(ii) Create a form in design view using the departmental table above on the form calculate the total basic

 salary for the whole table, add current date and time on the form header (5 mks)
(iii) Create a report for THE ABOVE table using design view and print. (5mks)