

NAME: INDEX NO:

SCHOOL: CANDIDATE'S SIGNATURE:

DATE :

SAMIA SUB-COUNTY JOINT EXAMINATION 2021

Kenya Certificate of Secondary Education (K.C.S.E.)

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

TIME: 2½ HRS.

INSTRUCTIONS TO CANDIDATES:

- Indicate your name and index number at the top right hand corner of each printout.
- Write your name and index number on the CD/Removable storage medium provided.
- Write the name and version of the software used for each question attempted in the answer sheet provided.
- Answer all the questions
- All questions carry equal marks.
- Passwords **should not be used** while saving in the CD / Removable storage medium.
- All answers must be saved in your CD/Removable storage medium.
- Make a printout of the answers on the answer sheet.
- Arrange your printouts and tie/staple them together.
- Hand in all the printouts and the CD/Removable storage medium used.
- This paper consists of 4 printed pages.**
- Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- Candidates should answer the questions in English.**

For Examiners' Use Only

Question	Maximum Score	Candidate's Score
1		
2		
Total Score		

*This paper consists of 4 printed pages.
Candidates should check the question paper to ensure that all the
Pages are printed as indicated and no questions are missing.*

1. Mobilis is a company that engages in the sales of the following Mobile service providers: Faiba, Gateway, Vodafone and SAF. The company uses sales representatives who operate at various regions in Nairobi town. Each sales representative presents monthly sales to the manager (Values are in Ksh).

	A	B	C	D	E	F
1.	Mobile Accessories Sales LTD					
2.	Product type					
3.	Sales Rep.	Faiba	Gateway	Vodafone	SAF	Total Sales
4.	Kipkulei	24000	37500	39500	49500	
5.	Tom	15000	26500	21500	25500	
6.	Sharon	5500	14800	3500	16500	
7.	Oscar	7000	15500	14500	64500	
8.	Linda	11000	69000	2200	64500	
9.	Danelaw	33500	12000	14500	23500	
10.	Muriithi	15500	80000	17200	23500	

- (a) Using spreadsheet package,
- Enter the information given in the table above into a worksheet. Save workbook as **MOBILISREPS** and rename sheet 1 as **Sales**. (20 marks)
 - Validate all the cells in the Product Type columns to allow entry of numeric data from 0 to 80,000 **only**. A message, Invalid data!: should be displayed whenever a cell is typed with non compliant data. (3 marks)
- (b) Using formulae, determine the;
- Total sales for each Sales representative (2 marks)
 - Product type Total Sales for each provider. (2 marks)
- (c) Each sales person earns Bonus points for the sales of each product type based on the following criteria.
- 1 point for every sh. 50 for Faiba,
 - 2 points for every sh. 60 for Gateway,
 - 3 point for every sh. 50 for Vodafone,
 - 2 point for every sh. 60 for SAF.

Insert a column **Bonus Points** and compute the points of each sales person. (5 marks)

- (d) Insert a blank column **Awards** and based on the Bonus points earned by each sales representative, use a function to display the remarks on Awards as follows: (5 marks)

Total Sales

2,500 and above

More than 1,000 and less than 2,500

1,000 and below

Awards

Cash

Voucher

try again

- (e) Format the figures in worksheet as follows: (3 marks)

- Title and subtitle:
- ✓ Double underline
- ✓ Font type – Algerian

✓ Font size

- f) Rotate, all the Product Type heading labels in the worksheet to -90° . (1 mark)
- g) Generate a column chart to represent the Total sales for each sales representative. Label your chart accordingly and place it in a new worksheet renamed as CHART. (7marks)
- h) Print Sales and CHART. (2marks)

2. **HIGH SEASONS** is a holiday resort firm. It has several branches all over the world. In order to keep track of its employees, a database to organize employee information is required.

(a) Create a database file and save it as **SEASONS** in the removable storage provided. (2 marks)

(b) (i) Create a table containing the following fields: (3 marks)

Field Name	Field Type
Employee No.	Auto Number
Date of Birth	Date/Time
Grade	Text

(ii) Make the field Employee No. the primary key and save the table as **EMPLOYEES**. (3 marks)

(c) (i) Create a form based on the **EMPLOYEES** table and save it as **EMPLOYEES FORM**. (4 marks)

(ii) Use the form to enter the records below: (5 marks)

Employee No.	Date of Birth	Grade
1	5/15/1960	G
2	4/28/1978	H
3	10/30/1972	R
4	12/5/1975	H
5	2/28/1974	G
6	1/3/1970	G
7	11/24/1956	H
8	3/10/1984	G
9	4/4/1956	S
10	8/11/1964	R

(d) Modify the **EMPLOYEES** table by adding two new fields: (2 marks)

Field Name	Field Type
Salary (Shs)	Currency
Address	Text

(e) (i) Create another table containing the following fields: (2 marks)

Field Name	Field Type
House ID	Auto Number
Number of Rooms	Number
Location	Text
Rent	Currency

(ii) Make the field House ID the primary key and save the table as HOUSES.(2 marks)

(f) Create a relationship the tables and enforce referential integrity. (6 marks)

(g) (i) Create a query and save it as EMPLOYEES QUERY based on the EMPLOYEES table that would display all the employee's in Grade H, R and their date of birth. (2 marks)

(ii) Sort the records in the EMPLOYEES QUERY in alphabetical of Grade field. (3 marks)

(h) (i) Create a columnar report with portrait orientation from the EMPLOYEES QUERY. Save the report as EMPLOYEES REPORT. (4 marks)

(ii) Enter a function to compute the salaries grand total displayed in the report. (5 marks)

(iii) Insert a header EMPLOYEES IN GRADE H AND R in the report having font size 20 pts to the left of the page. (3 marks)

(i) Print the EMPLOYEES Table, EMPLOYEES FORM, EMPLOYEES QUERY and EMPLOYEES REPORT. (4 marks)

