**451/2**

**COMPUTER STUDIES**

**Paper 2**

**(PRACTICAL)**

**Time 2 ½ HOURS**

**2021 TRIAL 3 OCT/N0VEMBER INTERNAL EXAMINATION**

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

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

**Stream……………………………………………………. Date ………………………….**

**Sign ..............................................................................**

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**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

**Question 1**

1. Using Desktop Publishing application program, design the following publication. Name the file as HEALTHY\_SCHOOL (19mks)
2. Prepare the page layout out as follows:
3. Custom paper size: Width = 11.6”, Height = 8.268 (2mks)
4. Set the margins to 0.787” all round (2mks)
5. Divide the page into TWO equal horizontal parts using a ruler guide. (2mks)
6. The border of the design should start from the set margins (2mks)

**NB:** After designing one part of the divided page, TWO copies of the publication should fit into one page in landscape as set up above.

1. Create a logo as shown to measure **height** 1.213” and **width** 1.118” (3mks)
2. (i) The main title text (near the logo) should be of **Candara, Font size 26, Bold and Right aligned** (4mks)

(ii) Set-up the rectangular object with the main heading to a background color of **Accent 1** (1mk)

1. The text on the lower part of the publication should to be formatted as follows: (3mks)
* Color:  **Custom color combination (Red=51, Green=4, blue=252)**
* Alignment: **Left**
* Font: **Size 10**
1. Format all other text to **times new roman font type** and **font size 12** (2mks)
2. Apply a style to the line below the text in columns and a thickness of 4.5” in weight (1mk)
3. Enforce hyphenations to the text in columns (1mk)
4. The star object with text “Reach every group” should be a 24-point star. Format the text inside to font type **calibri** (2mks)
5. Make the designs to fit one page (1mk)
6. Group all objects in the two designs as one. (2mks)
7. Insert a footer using your name index number, aligned to the center (2mks)
8. Print the publication. (1mk)

**Question 2**

The information in the table below was obtained from the books of Safiri Transport Company.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAR** | **MODEL** | **REGNo** | **YEAR OF MANUFACTURE** | **DRIVER** | **IDNO** | **EMPLOYMENTNo** | **TRIPS MADE** | **DESTINATION** | **ALLOWANCE PER TRIP** | **DAILYPAYRATE** |
| TOYOTA | PICKUP | KAG 725 H | 1996 | JOHN | 122834 | DI1223 | 5 | NAIROBI | 1250 | 1500 |
| ISUZU | SALOON | KCB 725 D | 2010 | MARY | 153458 | DI9853 | 3 | KERICHO | 3400 | 1500 |
| MAZDA | S/SAGON | KBC 763 L | 2006 | BETTY | 986732 | DO4587 | 15 | KISUMU | 4300 | 1500 |
| IVECO | TRUCK | KAG 625 H | 1987 | KYLE | 985443 | DO6592 | 20 | KERICHO | 3400 | 1500 |
| TATA | TRUCK | KZG 725 | 2011 | PETER | 758849 | DI4010 | 25 | KERICHO | 3400 | 1500 |
| JAC | TRUCK | KAA 740 H | 1992 | JERRY | 985873 | DO9203 | 40 | NAIROBI | 1250 | 1500 |
| NISSAN | S/WAGON | KAG 552 M | 1990 | PAUL | 857330 | DO8345 | 2 | MUHORONI | 4100 | 1500 |
| MAZDA | SALOON | KCB 678 J | 2010 | SETH | 764943 | DI9352 | 15 | M0MBASA | 8000 | 1500 |
| MITSUBISHI | TRUCK | KCC 345 F | 2006 | KATE | 934472 | DI8754 | 2 | KERICHO | 3400 | 1500 |
| TOYOTA | S/WAGON | KCA 892 U | 1987 | CALEB | 109456 | DI6557 | 1 | MUHORONI | 4100 | 1500 |
| TOYOTA | S/WAGON | KAP 544 R | 2011 | TIM | 678842 | DO7395 | 1 | KISUMU | 4300 | 1500 |
| ISUZU | S/WAGON | KAP 711 R | 1992 | PATRICK | 764484 | DO5764 | 7 | NAIROBI | 1250 | 1500 |
| BENZ | SALOON | KBN 877 C | 1991 | BRIAN | 769973 | DI2343 | 3 | KISUMU | 4300 | 1500 |

1. Using a database management application split the information in the above table into two tables namely vehicle and drivers respectively and save the database as Safiri Transport Company (15 Marks)
2. Create a relationship between the two tables (2 Marks)
3. Create an appropriate form that would be used to enter new records in the driver’s table and save it as form driver (7 Marks)
4. Create a query that will display a list of all the drivers who made more than 5 trips to kericho, include all the necessary details. Save it as kericho. (5 Marks)
5. Create a query with a calculated field named total allowance to display the total allowance earned by each driver, include all the necessary details. Save it as allowance (5 Marks)
6. Using both tables, create a query that would be used to complete each driver’s earnings and save it as pay roll. (3marks)
7. Using the payroll query in (f) design a report for Safari Transport Company that would used to calculate total allowance and monthly pay for each driver, assuming that each driver works for 25 days in a month. (7marks)
8. Print vehicle, driver, form driver, kericho, allowance and payroll (6 Marks)