

NAME _____ ADM No: _____

COMPUTER STUDIES

451/2

(PRACTICAL)

TIME: 2½ HOURS

COMPUTER STUDIES PAPER TWO

INSTRUCTIONS TO CANDIDATES

- Write your name and Adm No on each print out.
- Write your name and Adm No number on the storage medium provided.
- Write the name and version of software used for each question attempted.
- Passwords **should not** be used while saving in your work.
- This paper consists of **two** questions
- Answer **all** the **questions**.
- All questions carry equal **marks**.
- All answers **must** be saved in your storage medium
- Hand in all the print outs and the storage medium
- This paper consists of **3** printed pages
- Candidates should check to ensure the two questions are printed as stated.

QUESTION 1

You have been contracted as an ICT expert to help in analysing Githunguri joint mock exam. Using Microsoft excel create a new workbook and name it as **Githunguri.jMocks**.

	A	B	C	D	E	F	G	H
1	NAME	CLASS	REG NO.	EXAM1	EXAM2	EXAM3	TOTAL	MEAN
2	Tina Mwenda	LION	6984	80	72	60		
3	Seth Mwaura	CHEATAH	7896	75	55	72		
4	Ben Odhiambo	ZEBRA	8092	84	58	75		
5	Catrinah Kosgei	LEOPARD	7460	80	79	70		
6	Richard Mucee	LION	6892	76	75	80		
7	Hassan Hali	TIGER	8800	38	48	25		
8	Mary Otiende	CHEATAH	7490	37	51	29		
9	Paul Wanyonyi	ZEBRA	9184	30	86	75		
10	Derrick Omar	LION	6082	25	27	28		
11	Waithera Njoki	ZEBRA	9033	30	25	25		
12	Serafina Njoroge	TIGER	8047	39	24	25		

- a) Enter the above data in sheet 1 (13mks)
- b) Rename sheet 1 as mock. (1mk)
- c) Copy the content of sheet 1 to sheet 2 and rename it as **Evaluation**. (1mk)
- d) Using cell references only calculate the:
 - i. Totals (2mks)
 - ii. Average (The values should be to 3 decimal places) (3mks)
- e) Insert a row above the column labels, merge cells, type the title, "CLUSTER MOCKS" AND format it as follows:
 - i) Font type; Corbel
 - ii) Font size 16.
 - iii) Center align the title.
 - iv) The other subtitles should be rotated 65 degrees, bolded and italicised. (5mks)
- f) Use a function to award remarks to the students as follows (3mks)

MEAN	REMARKS
>65	Gold
55 – 64	Silver
<54	Bronze
- g) Insert a column showing **RANK** award positions to students based on the means. (3mks)
- h) On the last rows enter a function to display the total of students from each class.(2mks)
- i) Sort the students list by class position in ascending order. (2mks)
- j) Copy the entire worksheet onto worksheet 3 and rename it '**SHAZA_GIRLS**'. (2mks)
- k) Filter **SHAZA_GIRLS** worksheet to show student(s) from '**ZEBRA**' class and whose mean score is more than 50. (2mks)
- l) Insert a bar graph to display the three exams and names. (1mk)

- m) Title of the graph, "Githunguri Joint Mocks" and label the X-axis as marks and Y-axis as names. (3mks)
- n) Place the legend at the bottom of the graph. (1mk)
- o) Save the chart on a new sheet and name it 'MOCK ANALYSIS'. (1MK)
- p) Print the four worksheets. (4mks)

QUESTION TWO

- a) Open a DTP package, set the page properties as follows. (4mks)
 - i) Margins – 0.5 cm all round
 - ii) Page layout – landscape
 - iii) Page size – A4
- b) Create the following advertisement and save it as GOLF_ ADVERT. (44mks)
- c) Print GOLF_ ADVERT. (2mks)

2023 NATION MEDIA GROUP

ENTRY 1000/=

GOLF

CHALLENGE

At Nanyuki Sports Club

On Saturday 27th February, 2023

8:00 am	Azu Ogola(G) P Fredrick (G) osso R.(g)
8:10 am	Mwongela D. (G) Mark K Mutethia S
8:20 am	S. Mose (G) Henry Awour (S) Ano
8:30 am	J Wainaina P.Dembele S.Kariuki
8:40 am	E.Okidia Ano Larry Okido

8:50 am	David W. Noah S Ano
9:00 am	J Muli J Muthurania Kiama Kihara John Wachiru
9:20 am	S W Githitu Eng J Kinoti John Gitau
9:30 am	Flo Gathu John Bosco Lucy Njuguna Rev Kamere

9:40 am	Brian R. Godon P. Peter Ng'ang'a Jane Wanjuka
10:00 am	David K. Dr. M. Mchew Dr. Muku
10:10 am	Indegwa Wahome Nderi Ndairi Baldev S. Fred Ikana
10:20 am	Joseph G. Tony Rulewayo Peter Ngige Wamuyu Gachai

Format SF, off Full H/C.....Strictly keep to your tee off times