**NAME………………………………SCHOOL………………………… INDEX NO…………………SIGN…………ADM NO…………………**

**MOMALICHE 3 CYCLE 8**

**451/2**

**COMPUTER**

**Paper 2**

**(PRACTICAL)**

**2½ hours**

***1.*** *Indicate your name and index number at the top right hand corner of the 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.*

***4.*** *This paper consists of two questions each having* ***50*** *marks.*

***5.*** *Answer* ***all*** *the questions* ***Passwords should not be*** *used while saving files.*

***6.*** *All files created must be saved in the provided CD/removable storage medium.*

***7.*** *Make printouts of your answers on the answer sheet provided.*

***8.*** *Hand in all the printouts and the Cd/Removable storage medium used.*

***9.*** *This paper consists of 5 printed pages.*

***10.*** *Students should check the question paper to ascertain that all the pages are printed as indicated and no question is missing.*

**11.** Candidates should answer the questions in English.

**Question 1**

1. Set your paper to portrait and the margins to 2.4cm(or 0.94’’) all round (2 Marks)
2. Type the document as it is using Times New Roman font face, font size 12 and save it as ‘SDLC’ (30 Marks)
3. Set the column spacing to 2.4cm (or 0.94’’) (2 Marks)

**SYSTEMS DEVELOPMENT LIFE CYCLE**

The activities that comprise systems development are encompassed in the term systems analysis and design. These stages include:Problem recognition and definition, Information gathering, Requirement specification, System design, System development, System implementation, System maintenance and review

*N*

aturally one must know, recognise and understand the problem before it can be solved. Generally, the need will pertain to the improvement of an is or a particular procedure. Problem definition follows which starts by examining whatever current information system is in use, any existing problems in the current system and suggesting some possible plans as alternatives to the present system.

After approval a more detailed survey is conducted on the existing system mostly to establish its weaknesses and strengths. This is called fact-finding or fact gathering. In requirement specification the system analysts come up with the detailed requirements for the proposed system. It involves determination of user requirements e.g. Task performed, output expected, proposed system development cycle and user goals. This is the systems analysis.

*System design entails the activities of transforming the requirement specifications into a logical view of the system that focuses on computer based solutions. Whereas analysis places emphasis on the problem, design places emphasis on the technical and implementation concern of the system. System development. also known as construction stage involves programming, testing, documenting and installation of the software.* ***System Implementation And Testing Involves The Practical Work Of Transferring From The System Design Into a Working System***.

An information system is dynamic and must be responsive to the changing needs of the company and those who use it. The process of modifying and adjusting an information system to meet changing needs and make it adaptive is known as system maintenance. Just like a new automobile will need some screws tightened after a few hundred miles, an information system will need some fine-tuning just after implementation. Thereafter and throughout the production stage of the system life cycle, the system will be modified many times

1. Copy the document above and save it in a new file called ‘SYSTEMS’ (2Marks)
2. Spell check the document and format the heading ' SYSTEMS DEVELOPMENT LIFE CYCLE’ to have the following styles (3 Marks)

* Centred across the page.
* Font face: Arial.
* Font size: 45.
* Background colour: grey.

1. Change the character spacing of the title to the following settings: (3 Marks)

* Scale 87%
* Spacing -Expanded
* Kerning - 13 points

1. Create a diagonal watermark text called ‘STAREHE BOYS’ CENTRE’ on the SYSTEMS document saved above (2 Marks)
2. Indent the Paragraph beginning with the words "System design" as follows: (2 Marks)

* Left 0.5cm
* Right 1.2cm

1. Insert page numbers e.g. 1 of X centered, on the footer with your index number on the right margin (2 Marks)
2. Re Save your work and print the two documents. (2 Marks )

2.The following is a worksheet extracted from business partner’s vendors. They have come together to do a business of selling computer accessories

**PARTNER’S VENDORS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Names | Cost | Sales | Gross profit | Expenditure | Reserves | Net profit | Remarks |
| Samson Too | 700 | 350 |  | 450 |  |  |  |
| Victor Onyango | 400 | 700 |  | 50 |  |  |  |
| James Ahenda | 200 | 950 |  | 250 |  |  |  |
| Peter Kimaiyo | 300 | 650 |  | 300 |  |  |  |
| Alice Visaho | 100 | 300 |  | 100 |  |  |  |
| Salome Nyarago | 400 | 550 |  | 50 |  |  |  |
| Joseph Opiyo | 650 | 600 |  | 40 |  |  |  |
| Sonia Wambui | 555 | 885 |  | 55 |  |  |  |
| Mary Wayudo | 250 | 850 |  | 70 |  |  |  |
| Leah Wanjera | 500 | 360 |  | 54 |  |  |  |
| Joy Maelo | 700 | 350 |  | 45 |  |  |  |
| Mohammed Dida | 900 | 1000 |  | 180 |  |  |  |
| Kevin Momanyi | 850 | 950 |  | 25 |  |  |  |
| Michael Karanja | 110 | 700 |  | 50 |  |  |  |
| Hilda Njeri | 350 | 800 |  | 150 |  |  |  |

Additional information

1. Reserves is 10% of Gross Profit.
2. Net profit = Gross profit – (Expenditure + Reserves)
3. Create a workbook and enter the details as above. Save as Vendor. (20 marks)
4. Keep the title of the workbook to be PARTNER’S VENDORS and

format it to be bold, font size 14 and align at 45°. (3 marks)

(c) Format the figures in sale column to 2 decimal places. (2 marks)

(d) Use appropriate formulae/function to calculate:

(i) Gross profit for each member. (3 marks)

(ii) Reserves for each member. (3 marks)

(iii) Net profit for each member. (3 marks)

1. Use “IF function” and net profit to analyse the vendors, taking the

following remarks: (6 marks)

* 1. If net profit > = 500, then “V.good vendor”
  2. If net profit >400, then “Good vendor”.
  3. If net profit < = 300, then “Dormant vendor”.

1. Use names of the vendor and cost to insert line graph, keep the title of the graph to be PRODUCTIVE ANALYSIS, format it and place it in a separate sheet. (5 marks)
2. Print the “PARTNER’S VENDOR” and “PRODUCTIVE ANALYSIS”

chart. (4 marks)