**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:**

1. Indicate your name and index number at the top right hand corner of each 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 in the answer sheet provided.
4. Answer all the questions
5. All questions carry equal marks.
6. Passwords **should not be used** while saving in the CD / Removable storage medium.
7. All answers must be saved in your CD/Removable storage medium.
8. Make a printout of the answers on the answer sheet.
9. Arrange your printouts and tie/staple them together.
10. Hand in all the printouts and the CD/Removable storage medium used.
11. **This paper consists of 4 printed pages.**
12. **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
13. **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*

*Papers 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 |
|  | **Mobile \_ Accessories Sales LTD** |
|  |  | **Product type** |  |
|  | **Sales Rep.**  | **Faiba** | **Gateway** | **Vodafone** | **SAF** | **Total Sales** |
|  | Kipkulei  | 24000 | 37500 | 39500 | 49500 |  |
|  | Tom | 15000 | 26500 | 21500 | 25500 |  |
|  | Sharon | 5500 | 14800 | 3500 | 16500 |  |
|  | Oscar | 7000 | 15500 | 14500 | 64500 |  |
|  | Linda | 11000 | 69000 | 2200 | 64500 |  |
|  | Danelaw | 33500 | 12000 | 14500 | 23500 |  |
|  | Muriithi  | 15500 | 80000 | 17200 | 23500 |  |

1. Using spreadsheet package,
2. Enter the information given in the table above into a worksheet. Save workbook as **MOBILISREPS** and rename sheet 1 as **Sales.** (20 marks)
3. 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)
4. Using formulae, determine the;
5. Total sales for each Sales representative (2 marks)
6. Product type Total Sales for each provider. (2 marks)
7. 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)

1. 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 Awards**

 2,500 and above Cash

More than 1,000 and less than 2,500 Voucher

1,000 and below try again

1. Format the figures in worksheet as follows: (3 marks)
* Title and subtitle:
* Double underline
* Font type – Algerian
* Font size
1. Rotate, all the Product Type heading labels in the worksheet to -900. (1 mark)
2. 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)
3. Print Sales and CHART. (2marks)
4. **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.

1. Create a database file and save it as **SEASONS** in the removable storage

provided. (2 marks)

1. (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

1. Make the field Employee No. the primary key and save the table as

EMPLOYEES. (3 marks)

1. (i) Create a form based on the EMPLOYEES table and save it as

EMPLOYEES FORM. (4 marks)

1. 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

1. Modify the EMPLOYEES table by adding two new fields: (2 marks)

 **Field Name Field Type**

Salary (Shs) Currency

 Address Text

1. (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)

1. Create a relationship the tables and enforce referential integrity. (6 marks)
2. (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)

1. (i) Create a columnar report with portrait orientation from the

EMPLOYEES QUERY. Save the report as EMPLOYEES REPORT. (4 marks)

1. Enter a function to compute the salaries grand total displayed in the

report. (5 marks)

1. 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)

1. Print the EMPLOYEES Table, EMPLOYEES FORM,

EMPLOYEES QUERY and EMPLOYEES REPORT. (4 marks)