

451/2  
COMPUTER STUDIES  
Paper 2  
(PRACTICAL)  
Oct./Nov. 2012  
2½ hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL  
Kenya Certificate of Secondary Education  
COMPUTER STUDIES  
Paper 2  
2½ hours

<b>451/2 - Computer Studies - P2</b>	
Thursday	8.00 am - 10.30 am
25/10/2012	(1st Session)

**Instructions to candidates**

- (a) Indicate your name and index number at the top right hand corner of each printout.
- (b) Write your name and index number on the CD/Removable storage medium provided.
- (c) Write the name and version of the software used for each question attempted in the answer sheet provided.
- (d) Answer all the questions.
- (e) All questions carry equal marks.
- (f) Passwords **should not be used** while saving in the CD/Removable storage medium.
- (g) All answers **must** be saved in your CD/Removable storage medium.
- (h) Make a printout of the answers on the answer sheet.
- (i) Arrange your printouts and tie/staple them together.
- (j) Hand in all the printouts and the CD/Removable storage medium used.
- (k) **This paper consists of 6 printed pages.**
- (l) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

© 2012 THE KENYA NATIONAL EXAMINATIONS COUNCIL  
Kenya Certificate of Secondary Education, 2012  
COMPUTER STUDIES  
Paper 2  
(Practical)

912114



Turn over

- 1 Tip Top consultants has shortlisted candidates for an interview for various positions in their organization. The following is a standard letter for each of the candidates to be interviewed. The information enclosed in <<>> represents details about recipients, positions, dates and time of the interview.
- (a) Using a word processor, type the document as it appears and save it as **LetterMain**.  
(16 marks)

## Tip Top Consultants

*Top Human Resources Consultants*

P.O. Box 456,  
Nairobi.

Tel: 0322232514233  
Email: Info@tiptop.co.ke

Monday, 11 April 2009.

<<First Name>> <<Second Name>>,  
P.O. Box <<Address>>,  
<<Town>>.

Dear <<Title>> <<Second name>>,

### **RE: INVITATION FOR AN INTERVIEW**

Following your application for the position of <<Position>>, I am glad to inform you that you have been shortlisted. You will be required to report for an interview on <<Date>> at <<Time>>. You are required to bring the following documents with you.

- Identity Card
- Original Certificates
- Two passport size photographs
- A reference letter.

We are looking forward to seeing you.

Yours faithfully,

Suku Nzolata  
**Consulting Partner**

© 2012 THE KENYA NATIONAL EXAMINATIONS COUNCIL  
Kenya Certificate of Secondary Education, 2012  
COMPUTER STUDIES  
Paper 2  
(Practical)  
024023300

912114

- (b) Insert the following as a footer:  
Vision: "To be a leader in the provision of quality Human Resource for development"  
(2 marks)
- (c) Create the logo in Figure 1 and position it below the statement 'Top Human Resources Consultants'.



Figure 1 (6 marks)

- (d) Table 1 shows details about shortlisted candidates. Create a data source to store information in the table and save it as **ListFile**. (11 marks)

Title	First Name	SecondName	Address	Town	Position	Date	Time
Miss	Anyango	Wafula	365675	Kisumu	ICT Assistant	6 <sup>th</sup> Dec	11:30 am
Ms	Caroline	Kandai	3456	Kajiado	Accountant	6 <sup>th</sup> Dec	12:30 pm
Mr	Zachary	Esokon	123	Lodwar	ICT Assistant	7 <sup>th</sup> Dec	1:30 pm
Mrs	Susan	Chemutai	721	Eldoret	Accountant	7 <sup>th</sup> Dec	2:30 pm
Mr	Jilo	Buya	222	Mombasa	Accountant	8 <sup>th</sup> Dec	12:00 pm
Mr	Sospeter	Kamau	912	Kiambu	Accountant	9 <sup>th</sup> Dec	12:30 pm

Table 1

- (e) Using mail Merge feature, merge the files **LetterMain** and **ListFile** and save the document as **Merged Document**. (5 marks)
- (f) Insert page numbers at the top right hand side in the merged document saved in (e) above. (2 marks)
- (g) Using **ListFile** as a data source, create a list of addresses to be printed on envelopes as shown in Figure 2 and save it as **envelopes**. (4 marks)

<<Title>> <<First Name>> <<Second Name>>,  
P.O. Box <<Address>>,  
<<Town>>.

Figure 2

- (h) Print the following: (4 marks)
- (i) LetterMain;
  - (ii) ListFile;
  - (iii) Page 5 of the Merged document;
  - (iv) Address to be printed on the first envelope.

- 2 Company XYZ sells products P, Q and R. Figure 3 shows an extract of a spreadsheet for the company's salespersons and their respective sales in shillings for each product.

	A	B	C	D	E	F	G	H
1	<b>SALES PERSON</b>	<b>PRODUCT P</b>	<b>PRODUCT Q</b>	<b>PRODUCT R</b>	<b>TOTAL SALES</b>	<b>POINTS</b>	<b>CATEGORY</b>	<b>TOTAL PAY</b>
2	Thomas	4,000.00	6,230.00	7,500.00				
3	Jane	4,500.00	6,700.00	8,000.00				
4	Gabriel	5,678.00	10,000.00	7,800.00				
5	Kipkorir	3,200.00	4,000.00	9,600.00				
6	Anyango	8,000.00	7,005.00	8,900.00				
7	Nekesa	9,800.00	9,670.00	10,000.00				
8	Kinuthia	2,700.00	3,400.00	2,300.00				
9	<b>TOTAL</b>							

Figure 3

- (a) (i) Using a spreadsheet package, enter the above information and save it as **SALES\_TABLE**. (9 marks)
- (ii) Format the worksheet to appear as it is. (4 marks)
- (b) (i) Type a formula:
- (I) at cell B9 to compute the total sales for product P; (1 mark)
- (II) at cell E2 to compute the total sales for Thomas. (1 mark)
- (ii) Apply the formulae to the appropriate cells. (2 mark)
- (c) A salesperson earns points for the sales of each product based on the following criteria;
- 1 point for every shs 50 for product P,
  - 2 points for every shs 65 for product Q,
  - 3 points for every shs 40 for product R.
- (i) Type a formula in cell F2 to compute the total points earned by Thomas; (3 marks)
- (ii) Apply the formula in (c)(i) to the rest of the salespersons. (1 mark)

- (d) A salesperson is categorized based on points earned as follows.

POINTS RANGE	CATEGORY
over 1300	Gold
1101-1300	Silver
Up to 1100	Bronze

Those salespersons attaining a Gold category earn a promotion.

- (i) Type a formula in G4 to determine Gabriel's category. (5 marks)
- (ii) Apply the formula in (d)(i) to other appropriate cells. (1 mark)
- (iii) Type a formula at G10 to determine the number of salespersons who will earn a promotion. (4 marks)
- (e) Each salesperson earns a total pay of Shs 20,000 plus 2% commission of their total sales. Using absolute referencing, determine the total pay for each salesperson if the value 2 is entered in cell B12. (5 marks)
- (f) Create a bar chart showing Product P and product R sales for each sales person. Insert appropriate labels on the chart. (9 marks)
- (g) Rename the worksheet containing the data as **SalesData** and the chart sheet as **SalesChart**. (2 marks)
- (h) Print the following: (3 marks)
- (i) **SalesData**;
- (ii) **SalesData** showing the formulae;
- (iii) **SalesChart**.

**THIS IS THE LAST PRINTED PAGE.**