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451/2
COMPUTER STUDIES
Paper 2
Nov. 2016
2½ hours

Candidate's Signature smw

Date 29-11-2016

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

Instructions to candidates

(a) Write your name and index number at the top right hand corner of each of the papers provided for printing.
(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 printouts used.
*(d) Answer **all** the questions.*
(e) All questions carry equal marks.
*(f) Passwords **should not be used** while saving files.*
(g) All files must be transferred to the CD/Removable storage medium.
(h) Make printouts of your answers on the papers provided for printing.
(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 **4** 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.***
*(m) **Candidates should answer the questions in English.***

1. Perfect Pizza Factory manufactures pasta for distribution to restaurants in Nairobi. Assuming that you are now working for the factory and have been given the following sales data:

	A	B	C	D	E	F	G	H	I
1	Restaurants	July	August	September	October	November	December	Total Product Sales	Average
2									
3	Nankos	34567	45671	89650	67222	56113	96282		
4	Burgees	100000	97600	82199	105999	140663	190654		
5	Kenga	96543	97600	82199	105999	140663	190654		
6	Tika	65000	97600	82199	105999	140663	190654		
7	Appetos	103456	97645	82297	105669	140220	175000		
8	Marries	76899	85400	96709	101324	140882	181230		
9	Generals	98000	97600	82199	105999	140663	190654		
10	My Cafe	25000	19654	15222	8000	5602	200		
11	Shooters	86777	75432	84366	105999	55678	201345		
12									
13									
14	Total Monthly sales								

(a) Enter the data shown above into a spreadsheet and save it as **EXAM 1**. (10 marks)

(b) The sales for Appetos for October have been entered incorrectly, and should be 115669. Update the information in the spreadsheet. (1 mark)

(c) Move the records containing Tika's information to the beginning of the list above Nankos. (1 mark)

(d) Delete the blank row after Shooters. (1 mark)

(e) Format all numeric values to 2 decimal places and use comma separators. (2 marks)

(f) Use a formula in Column H2 to calculate the Total Sales for the first restaurant. (1 mark)

(g) Copy the formula down the column to calculate the Total Sales for all restaurants. (1 mark)

(h) Use a formula to calculate the Total Sales for the month of July. (2 marks)

(i) Copy the formula across the row to calculate the totals for the other months. (1 mark)

(j) Using an appropriate function, calculate the Average Sales for each restaurant in Column I. (3 marks)

(k) Format Columns H and I to currency with 2 decimal places. (1 mark)

(l) Given that the July sales were 10% above the sales for June in all restaurants:

(i) enter the label *% increment'* in cell A16 and a value 10 in cell B16; (1 mark)

(ii) insert a column before July and use absolute cell referencing to calculate the sales for June; (5 marks)

(iii) save the file as **EXAM 2.** (2 marks)

(m) Using a formula on cells B17 and B18 respectively, determine:

(i) the number of restaurants whose sales were above 60000 for the month of November; (2 marks)

(ii) the maximum sales for the month of December. (2 marks)

(n) Create a line graph on a new sheet (monthly sales) using the file **EXAM 2** in part (1) above and label the following: (8 marks)

Chart title:	Monthly Pasta Sales July – Dec 2005
Y-axis:	Total Monthly Sales
X-axis:	Month
Legend Position:	Right

(o) Print **EXAM 1**, **EXAM 2** and the graph in landscape orientation. (6 marks)

2. The **Figure on page 4** shows the design of the cover page of a book. It comprises of the front, the back and space in between where book pages will be attached. Use a Desktop Publishing Package to design the cover page as follows:

(a) Create a new publication named book cover with the following page layout. (4 marks)

(i) paper size: A4

(ii) orientation: landscape

(iii) margins: 3 cm (1.18 inches) all round.

(b) Enter the text and graphics and format them as they appear. The front and back sections of the book cover, each measures 18 cm (7.1 inches) by 12.5 cm (4.9 inches) and the space between the measures 1.7 cm (0.7 inches). (45 marks)

(c) Save and print the publication. (1 mark)

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