THE ROYAL EXAM SERIES

Kenya Certificate of Secondary Education

451/2 ━ COMPUTER STUDIES ━ Paper 2
PRACTICAL
FORM 4
TERM 2
DECEMBER 2021- 2 $^{1}/_{2}$ HOURS

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Name…………………………………………………. Index Number:……………….............

School……………………………………………………………………………………………

Candidate's Signature…………….……………….……. Date…………………….....…………...

INSTRUCTIONS TO CANDIDATE

• *Answer **All** questions*

• *All answers must be saved in your diskettes! Removable device*

• *Insert your **name** and **index number** as headers on all your documents*

• *Make a print out of the answers on the answer sheets provided*

• *Hand in the print outs and the diskette*

1. (a) (i) Using a word processing program, type the following table and save as LIST.
   Adjust your font type to
   (a) Times New Romans, (1mark)
   (b) font size 12. (1mark)
   (c) Use the auto sum feature to get the sum in the fees column. (2marks)

Name	Box Number	Town	Form	House	Fees
Wanjala Naswa	132	Namalala	2W	Kilimanjaro	9250
Abdalla Ali	100	Bamburi	1W	Simba	11500
Mulwa Norr	50	Matuu	1W	Simba	11500
Mwangi Mama	500	Kairuthi	4R	Chui	10500
Kiptoo John	100	Tindinyo	2R	Ndovu	8575

(14 Marks)

   (ii) Convert the table above to text. (2marks)

(b) Using mail merge, type the following letter. Use the table above as the data source and merge the details where applicable. Include all the formatting features in the letter. Justify the first paragraph of the letter. Save as **LETTER**.

<div align="right">
Success High School,
P.O Box 1000,
Nakuru.

30th November 2020.
</div>

…………………………………
P.O Box…"Box Number"
…………………………………

Dear…"Name",

<div align="center">

RE : ADMISSION
</div>

We are pleased to offer you a place in this school in form "Form". Your house will be "House". The amount of fees required is Ksh "Fees". The school opens on 5th January, 2021.
You are required to bring the following items:

Beddings		Stationery
1. 1 mattress	1.	Text books
2. 2 blankets	2.	Exercise books
3. 2 bed sheets	3.	1 mathematical set
4. 1 bedcover	4.	1 ruler
5. 2 pillow cases	5.	1 Bible/Koran

Yours faithfully.

Henry Mkubwa
(PRINCIPAL) (28 Marks)

(c) Print both **LIST** and **LETTER.** **(2marks)**

2. Using a spreadsheet program type the worksheet below as it appears. (7marks)

	A	B	C	D	E
1		MARY MOUNT ACADEMY			
2		FORM THREE END YEAR EXAM MARKS			
3	STUDENT NAME	ENGLISH	KISWAHILI	MATHEMATICS	HISTORY
4	Ayuku Aseka	70	70	60	50
5	IrunguWambua	50	40	50	40
6	Khalifa Mudigo	80	75	40	60
7	Nosieta Soita	40	55	70	50
8	Onyango Otieno	30	60	60	60
9					

C13

.   (a) (i) Create a worksheet with the following entries:
(ii) Adjust column width where necessary to display all entries in detail. Validate the cells to accept ONLY numerals between 0 to100 and return a comment **"Please enter a number between 0 and 100"** whenever an out of range error occurs. Save the worksheet as MARKS1.   (4 Marks)

(b) Obtain the following:
- (i)   total score for each student
- (ii)   mean score for each student
- (iii)   highest score per subject
- (iv)   standard deviation per subject
- (v)   rank for each student
- (vi)   the grade for each student based on the following information.

MEAN	GRADE
75 – 100	A
70 – 74	A-
65 – 69	B+
60 – 64	B
55 – 59	B-
50 – 54	C+
45 – 49	C
40 – 44	C-

On the paper provided write the formula for each activity above.
Save your worksheet as MARKS 2.   (22 Marks)

(c) Insert a new row for Chege Kisilu between Ayuku Aseka and Irungu Wambua. Enter his scores as 60. 50, 80, and 20. Save your worksheet as MARKS 3.   (3 Marks)

(d) Format the ranges with values for mean score and standard deviation to display results to 3 decimal places. Save your worksheet as MARKS 4.   (4 Marks)

(e) Select a free cell and enter 10%. Use the value entered to increment the mean score of each student. Save as MARKS   5.   (8 Marks)

(f) Print MARKS 2, MARKS 3, MARKS 4 and MARKS 5.   (2marks)