

Name..... ADM No.....

Class Date.....SIGN.....

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

TIME: 2 ½ HOURS

ASUMBI GIRLS HIGH SCHOOL
TERM 2– DECEMBER 2021
FORM 4 – COMPUTER STUDIES PAPER 2

Instructions to candidates

- Type your Name and Index No at the top right hand corner of each printout.
- Write your **Name** and **Index No** on the **CD**
- Write the Name and version of software used in each question on the answer sheet
- Passwords should not be used
- Answer **ALL** the questions
- All answers must be saved in a **CD**
- Make printouts of the answers

QUESTION	MARKS
QN1	
QN2	
TOTAL	

Candidates should check the question paper to ascertain that all pages are printed and no questions are missing

QUESTION ONE

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, position, date and time of the interview.

- a) Using a word processor, type the documents as it appears and save it as **letterMain** (16 marks)

Tip Top consultants

Top Human Resources Consultants

P.O. Box 456,

Tel: 03221345

Nairobi.

Email: info@tiptop.co.ke

Monday, 11 April 2015.

<< First Name >> << Second Name >>,

P.O. Box << Adress>>,

<< 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,

Pascal Sasha

Consulting partner

- 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’.
 (6 marks)



Figure 1

- 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	Second Name	Address	Town	Position	Date	Time
Miss	Anyango	Patricia	3656	Kisumu	ICT Assistant	6 th Dec	11:30 am
Ms	Caroline	Kandai	3456	Kajiado	Accountant	6 th Dec	12:30 pm
Mr	Zachary	Esokon	123	Lodwar	ICT Assistant	7 th Dec	1:30 pm
Mrs	Susan	Chemutai	721	Kericho	Accountant	7 th Dec	2:30 pm
Mr	Jilo	Buya	222	Mombasa	Accountant	8 th Dec	12:00 pm
Mr	Sospeter	Kamau	912	Kiambu	Accountant	9 th 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**.
 (4marks)

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

Figure 2

- h) Print the following:
 i. Lettermain
 ii. Listfile
 iii. Page 5 of the merged document
 iv. Addresses to be printed on the first envelope.
 (4marks)

QUESTION TWO

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	SALES PERSON	PRODUCT P	PRODUCT Q	PRODUCT R	TOTAL SALES	POINTS	CATEGORY	TOTAL PAY
2	Clifford	4,000.00	6,230.00	7,500.00				
3	Kamau	4,500.00	6,700.00	8,000.00				
4	Shantel	5,678.00	10,000.00	7,800.00				
5	Melinda	3,200.00	4,000.00	9,600.00				
6	Kipkoech	8,000.00	7,005.00	8,900.00				
7	Wekesa	9,800.00	9,670.00	10,000.00				
8	Anyango	2,700.00	3,400.00	2,300.00				
9	TOTAL							

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:
- at cell B9 to compute the total sales for product P; (1 mark)
 - at cell E2 to compute total sales for Clifford. (1 mark)
- ii) Apply the formulae to the appropriate cells. (2 marks)
- c) A salesperson earns points for the sale 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,
- Type a formula in cell F2 to compute the total points earned by Clifford; (3 marks)
 - Apply the formula in(c) (i) to the rest of the persons. (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 Shantel's category. (5 marks)
- (ii) Apply the formula in (d) (i) to other appropriate cells. (1 mark)
- (iii) Type a formula in G10 to determine the number of salespersons who will earn a promotion. (4marks)
- 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 value 2 is entered in cell B12. (5 marks)
- f) Create a bar chart showing product P and product R sales for each salesperson. 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 formula;
 - (iii) **SalesChart**

This is the last printed page