**MERU CENTRAL CLUSTER EXAMS**

**END OF TERM TWO – 2020**

**451/2 COMPUTER STUDIES**

**Paper 2 (PRACTICAL)**

**2 ½ hours**

**November 2020**

**FORM FOUR**

**INSTRUCTIONS TO CANDIDATES**

1. Indicate your name and index number at the 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. Marked printout of the answers on the sheet
8. Arrange your printouts and staple them together
9. Hand in all the printouts and the CD/removable storage medium used
10. All the work should be saved at the desktop of your computer in a folder named with our name and index number. All the work in your folder should be burned to the CD/WR provided

1. The following table contains details of Baharini Girls school **(50MARKS)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ADMNO** | **Stud**  **name** | **DOB** | **KCPE**  **MARKS** | **RECEIPT**  **NO** | **Fees**  **Paid(kshs)** | **Fees**  **Bal(kshs)** | **House**  **No** | **House**  **Name** | **House**  **Capacity** |
| 1001 | Alice K | 7/4/1999 | 380 | 101 | 20000 | 5000 | H20 | simba | 200 |
| 1050 | Lilly O | 2/3/2002 | 350 | 894 | 18000 | 7000 | S08 | chui | 150 |
| 1202 | Mary | 8/10/2000 | 400 | 500 | 23000 | 2000 | P30 | Kifaru | 180 |
| 1025 | Juliet | 4/4/2000 | 358 | 258 | 25000 | 0 | H20 | Simba | 200 |
| 1200 | Joan | 5/1/2001 | 398 | 259 | 15000 | 10000 | S08 | chui | 150 |
| 1278 | Milly | 3/4/1998 | 402 | 200 | 15000 | 10000 | H20 | simba | 200 |
| 1201 | Linet | 2/7/1998 | 356 | 205 | 20000 | 5000 | P30 | kifaru | 180 |
| 1203 | Lisper | 9/5/2001 | 403 | 209 | 25000 | 0 | S08 | chui | 150 |

**REQUIRED**

1. Create a database file that can be used to store the above data. Name the file Baharini school database. (2mks)
2. Create Three tables, one for **student details**, **Accounts table** and **dormitory table** (11 mks)
3. Create a relationship between the three tables (3mks)
4. Using appropriate forms, Enter the information given into the three tables (15mks)
5. Create a query for “ **all students housed in Chui”** (3mks)
6. Design a “**current age query”** to display current ages of all the students (5mks)
7. Create a report “**Hefty Balances”** showing students with fees balances of more than

10000kshs (3mks)

1. Create a report to show all students admitted in the school (3mks)
2. Print,The **three** **tables**,**Hefty balances report** and **all students housed in Chui report** (5mks**)**

*(****50MARKS)***

2. **QUESTION 2**

Use a spreadsheet to manipulate data in the table below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Adm No** | **Name** | **Stream** | **Comp** | **Art** | **Bus** | **Eng** | **Mat** | **Student mean** | **Rank** |
| C001 | Barasa | H | 56 | 45 | 36 | 56 | 26 |  |  |
| C002 | Wangila | K | 58 | 57 | 90 | 54 | 23 |  |  |
| C003 | Wafula | H | 48 | 56 | 54 | 45 | 25 |  |  |
| C004 | Wanjala | K | 78 | 95 | 78 | 46 | 24 |  |  |
| C005 | Kerubo | H | 49 | 86 | 68 | 35 | 52 |  |  |
| C006 | Akinyi | K | 56 | 45 | 25 | 63 | 54 |  |  |
| C007 | Odhiambo | H | 75 | 78 | 45 | 65 | 56 |  |  |
| C008 | Okunyuku | K | 89 | 69 | 65 | 53 | 51 |  |  |
| C009 | Nekesa | H | 69 | 58 | 45 | 54 | 52 |  |  |
| C010 | Simiyu | H | 85 | 46 | 78 | 52 | 53 |  |  |
|  | TOTAL |  |  |  |  |  |  |  |  |
|  | TOTAL | FOR H |  |  |  |  |  |  |  |
|  | TOTAL | FOR K |  |  |  |  |  |  |  |

1. Enter the data in all bordered worksheet and auto fit all column. Save the workbook as

**mark 1**  (15mks)

1. Find the total marks for each subject (3mks)
2. Find total for each subject per stream using a function (5mks)
3. Find mean mark for each student using a function (5mks)
4. Rank mean student in descending order using the mean (5mks)
5. Create a well labeled column chart on a different sheet to show the mean mark of every student. Save the workbook as **mark 2.** (7mks)
6. Using **mark1,** use subtotals to find the average mark for each subject per stream. Save the workbook as **mark 3** (7mks)
7. Print **mark 1,mark 2** and the **chart** (3mks)