**NAME………………………………………………………………………………………………………………………………………………………………………..**

**SCHOOL. …………………………………………….……………………………………………………………………………ADM NO……………………………**

**451/2**

**COMPUTER STUDIES**

**MAGS JOINT EXAM**

**Computer Studies**

**Paper 2**

**(PRACTICAL)**

2½ hours

**INSTRUCTIONS TO CANDIDATES**

1. *Write your name and index number at the top right hand corner of each print out.*
2. *Write your name and index number on the diskette.*
3. *Write the name and the version of the software used for each question attempted in the answer sheet.*
4. *Answer* ***ALL*** *the questions.*
5. *All questions carry equal marks.*
6. *Passwords* ***should NOT be used*** *while saving in the diskette.*
7. *All answers* ***MUST BE*** *saved in your diskette.*
8. *Make a print out of the answers on the answer sheets provided.*
9. *Arrange your printouts and tie/staple them together and use the best fit i.e. landscape or portrait for your printouts.*
10. *Hand in a folder with your name.*

1. (a) Using a Word Processing package, type the congratulatory note below as it appears and save it as CONGRATS. (15mks)

MAGS Software Co. Ltd

P.O. Box 5678

Kericho

(Insert today’s date)

**<<First Name>><<Last Name>>**

**<<Address>>**

Dear**<<First Name>>**

**RE: CONGRATULATIONS**

Due to your hard work and sacrifices you made this year, the company wishes to congratulate you for emerging the best in our internal interview that you applied for. Your new position will be **<<Position>>** and your new salary scale will be**<<Amount>>.**

Yours faithfully,

Gregory Bruce

PERSONNEL

1. Create a data source with the following details and use it with the note you have

just typed to generate personal notes to the company’s named personnel.

Save it as Details. (15mks)

George Kinoti Wilberforce Kenya Henry Odongo

P. O. BOX 5678 P. O. BOX 5678 P. O. BOX 5678

Kericho Kisumu Kilgoris

Software Developer ICT Officer Database Admin

Ksh.125000 Ksh.125000 Ksh.125000

Grace Akinyi Beth Mugo SharonWangoi

P.O. BOX 5678 P. O. BOX 5678 P. O. BOX 5678

Nakuru Migori Nandi-Hills

System Admin Secretary Accountant

Ksh.120000 Shs.30000 Shs.45000

1. Insert data fields in main document and generate the notes for the employees.(14mks)

(d) Print the notes. (6mks)

2. (a) Create a database called **SCHOOL**. (2 Marks)

(b) Create three tables **EXAMINATION**, **DOS** and **BOARDING**with the fields as shown below. (10Marks)

(c). Create a relationship between the three tables and enforce integrity. (6Marks)

(d). Enter the data items in the given tables three tables. (15Marks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMINATIONS** | | | | |
| **Admission Number** | **Mathematics** | **English** | **Kiswahili** | **Biology** |
| 1 | 45 | 67 | 90 | 23 |
| 10 | 45 | 89 | 90 | 20 |
| 2 | 45 | 70 | 80 | 45 |
| 3 | 89 | 90 | 90 | 20 |
| 4 | 78 | 9 | 90 | 50 |
| 5 | 67 | 89 | 60 | 90 |
| 6 | 67 | 90 | 7 | 80 |
| 7 | 34 | 78 | 70 | 90 |
| 8 | 23 | 50 | 38 | 90 |
| 9 | 23 | 15 | 67 | 20 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOS** | | | | |
| **Admission Number** | **SName** | **Other Names** | **KCPEMark** | **Year of KCPE** |
| 1 | PETER | BARASA | 327 | 2007 |
| 10 | JOHNSON | SUK | 250 | 2001 |
| 2 | ALEX | OJWANG’ | 340 | 1998 |
| 3 | BELINDA | ESTHER | 250 | 2008 |
| 4 | BRAMWEL | RAYMOND | 450 | 2007 |
| 5 | ALEX | WAMWANA | 410 | 2003 |
| 6 | JANET | KILONZO | 400 | 2000 |
| 7 | MATHEW | KARIUKI | 450 | 1999 |
| 8 | NASIMIYU | CATHEEN | 290 | 2003 |
| 9 | KIMATHI | JOHN | 3000 | 2001 |

|  |  |  |  |
| --- | --- | --- | --- |
| **BOARDING** | | | |
| **Admission Number** | **UNIFORM** | **TOOL** | **TOOL NAME** |
| 1 | No | 12 | JEMBE |
| 10 | Yes | 20 | JEMBE |
| 2 | No | 11 | PANGA |
| 3 | Yes | 1 | SLASHER |
| 4 | Yes | 111 | JEMBE |
| 5 | No | 15 | RAKE |
| 6 | Yes | 22 | BASIN |
| 7 | Yes | 11 | BROOMS |
| 8 | Yes | 90 | RAKE |
| 9 | Yes | 23 | BUCKET |

(e) Design a query that would display the following fields as shown below and write down the formulae for getting the total score and criteria for extracting the records below (10 Marks)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ADMIN** | | | |  |  |  |  |
| **Admission Number** | **UNIFORM** | **SName** | **KCPEMark** | **Mathematics** | **English** | **Kiswahili** | **TOTAL SCORE** |
| 1 | Yes | BELINDA | 250 | 89 | 90 | 90 | 269 |
| 10 | Yes | BRAMWEL | 450 | 78 | 9 | 90 | 177 |
| 2 | Yes | JANET | 400 | 67 | 90 | 7 | 164 |

(f) Design a report that would sort the following in ascending order in the order of the following fields, Total score, KCPE Score, SName the Admission Number and the report should display all the fields. Save the report as administration (5Marks)

(g) Print, administration and admin (2Marks**)**