

NAME: _____ INDEX. No: _____

SCHOOL: _____ SIGN _____ DATE: _____

451/2 COMPUTER STUDIES

Paper 2 (PRACTICAL)

2 ½ hours

JUNE 2022

FORM FOUR

**MARANDA HIGH SCHOOL
FORM FOUR
Kenya Certificate of Secondary Education**

INSTRUCTIONS TO CANDIDATES

- a) Indicate your name and index number at the right hand corner of each printout
- 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 answer sheet provided
- d) Answer all the questions, All questions carry equal marks
- e) Passwords should not be used while saving in the CD/removable storage Medium
- f) Marked printout of the answers on the sheet
- g) Hand in all the printouts and the CD/removable storage medium used

FOR OFFICIAL USE ONLY

QUESTION	MAX SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	100	

QUESTION ONE (50 MARKS)

1. The following table contains details of Baharini Girls school

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

REQUIRED

- a) Create a database file that can be used to store the above data. Name the file Baharini school database. (2mks)
- b) Create Three tables, **student details**, **Accounts table** and **dormitory table** (11mks)
- c) Format the following fields as follows:
 - a. House number to maximum of 3 characters. (1mrk)
 - b. Date of birth as medium date (1mrk)
 - c. Fees pad and fees balance in Ksh. In two decimal points (2mrks)
 - d. House name of data type look up typed. (1mrk)
- d) Create a relationship between the three tables (3mks)
- e) Using appropriate forms, Enter the information given into the three tables (15mks)
- f) Create a query for all students housed in Chui with their adm no and fee balance save as **Chui query** (3mks)
- g) Design a "**current age query**" to display name, Fee paid and current ages of all the students (5mks)
- h) Create a query **Last born** to display adm no of all the students who were born after 1999 and have paid more than 20,000. (4mks)
- i) Create a report "**Hefty Balances**" showing students with fees balances and calculate total balance (3mks)
- j) Print, The **Last born query, Hefty balance report** (2mks)

QUESTION 2

Enter the following as it is onto worksheet and save it as the budget. (10mks)

No.	Item description	Quantity bought	Unit price	Amount	Comments	Cost Rank
1	2Kg Mumias Sugar	4	210			
2	Sony 2HD floppy	3	37			
3	Rapid spring file	10	56			
4	200pg A4 books	9	89			
5	1 litre Quencher	2	256			
6	AIHAO Gelink pen	15	55			
7	Omega dustless chalk	18	105			
8	LG 2GB Flash Disk	4	1055			
Total						

- Rename sheet 1 as Budget (1mks)
- Insert a row above column labels and type the title as: "Aihao business budget." In uppercase colour red and double underline in blue. (3mks)
- Enter cell B12 and C12, VAT and 18% respectively (1mk)
- Rename cell C3 to C10 as Quantity and D3 to D10 as Price. (1mk)

- e) Calculate ;
- (i) Using name referencing calculate the amount for each item (amount = quantity *price) (2mks)
 - (ii) Total quantity, price and amount using formulae (3mrks)
 - (iii) Display the comment “Thank for shopping” for amount above 500, “Almost in a draw” for amount between 250 and 499, otherwise “Buy More” (4mks)
- f) Rank the items with the most costly ranked as the last (4mks)
- g) Format all currency values on the worksheet to two decimal places aligned right of cell and in pounds (£) (2mks)
- h) Copy the information on Budget worksheet to worksheet 3. Rename the sheet as copied (2mks)
- (i) Save the workbook as Budget2 (1mk)
- i) Change respective quantities of items as follows (1mk)
- (i) Sony 2HD floppy 18
 - (ii) 200pg A4 books 12
- j) Insert column TAX after cost rank, calculate the tax for every item, given that the tax is vat percentage for only those items whose amount is greater than 600. (3mks)
- k) Merge row 1 to cover only the content of the sheet, Thick box boarder of color yellow and inside double line of color green. (4mks)
- l) Create a line chart of item description, to compare the amount and tax for every item. Move the chart in its own sheet named graph, the legend at the bottom, give the chart an appropriate title. (6mks)
- m) Print the chart and Copied Sheet. (2mks)