Name………………………………………….…   Index No……………………………………….

Candidates Signature …………….……………….   Date…………………...…………………………

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
AUGUST 2022
TIME: 2 ½ HOURS

LAIKIPIA EAST TERM 2 2022 FORM 4 EVALUATION EXAM
Kenya Certificate of Secondary Education – K.C.S.E

451/2
COMPUTER STUDIES
PAPER 2
(PRACTICAL
TIME: 2 ½ HOURS

<u>Instructions to candidates</u>

- Type your name and Index No at the top right hand corner of each printout.
- Passwords **<u>should not</u>** be used while saving in the CD.
- Answer **<u>all</u>** questions
- All questions carry equal marks
- All answers must be saved in your **CD/flash disks**.
- Make printouts of the answers on the answer sheets provided
- Hand in all the **<u>printout</u>** and the **<u>CD/flash disks</u>**
- Candidates may be penalized for not following instruction given in this paper
- Arrange your printout and staple them together.

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

1. **(A)** Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below.   (5 marks)

<div align="right">

MWANGAZA HIGH SCHOOL
P.O. BOX 4800
KERICHO
8TH FEBRUARY 2020

</div>

<NAME>, <ADMNO>,
<ADDRESS>
<TOWN>
Dear <NAME>

REF: 2021 KCSE RESULTS.

      I am happy to inform you that the MAR-APRIL Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00 a.m in order to know the details. Remember to carry your original KCPE certificate and examination registration card bearing the index number.

Yours's truly,

Head teacher

Data source (List of Candidates)   (4 marks)

NAME	ADMNO	ADDRESS	TOWN	DATE TO VISIT
Mark Otieno	8074	P.O. BOX 24	Sondu	02/03/2022
Kevin Kirui	8189	P.O. BOX 172	Kericho	08/03/2022
Bernard Soi	8065	P.O. BOX 84	Bomet	24/03/2022

Required:

i) **Save** Main document as **Main Doc**   (1 mark)
ii) **Save** Data source as **Data source**   (1 mark)
iii) **Change** the addresses and reference font size to 14pts   (2 marks)
vi) **Merge** the main document and the data source and save the merged document as Letters.   (6 marks)
v) **Print** the letters   (3 marks)

(B) (i) Prepare the table below in Ms word and then apply formatting as follows and save as **MEYSA** (8 mks)

MEYSA SYSTEMS AND SERVICES					
Technical information			**Action taken**		
Machine description	Problems found		Diagnostic checks	Solutions	
Compaq / evo	hardware	software	Memory video	1	Replacing vga
6522			Faulty component	2	Installing drivers
Desktop	No display		VGA CARD	3	Rebooting system

    (ii) Format the table with double border line and color red. (5mks)

(C) (i) Type the paragraph below as it appears and save it as **Computer** . (4mks)

Computer Program is a set of instructions that direct a computer to perform some processing function or combination of functions. For the instructions to be carried out a computer must execute a program, that is, the computer reads the program, and then follows the steps encoded in the program in a precise order until completion. A program can be executed many different times, with each execution yielding a potentially different result depending upon the options and data that the user gives the computer.

(ii) Copy the paragraph to a new document and save it as **Computer1** (2mks)

(iii) Using **Computer1**, perform the following;

a. The text "computer program" should be the title, change its case to upper case font TREBUCHET MS size 16, colour green (2mks)
b. Find the word 'instructions' look for its meaning in the computer dictionary and finally replace the word with new meaning from the dictionary (3mks)
c. Format the whole paragraph to justified alignment shading colour light green (3mks)

(iv) Print **Computer1**. (1mk)

2. Create a database called **Personnel**. Create a table named **Dep_tbl** with appropriate fields and enter the records below. (13mks)

NAME	BASIC PAY	DEPARTMENT	AGE	STATUS
Peter	15000	Computer	34	Single
John	17000	Computer	44	Married
Kamau	19000	Finance	33	Divorced
Charles	21000	Research	33	Single
Johns	23000	Research	25	Single
Thomas	25000	Computer	26	Married
Ann	27000	Finance	28	Married
Susan	29000	Finance	29	Divorced
Tina	31000	Research	24	Divorced
Andrew	33000	Computer	40	Single
Hardy	35000	Finance	20	Married
Njeri	37000	Finance	43	Single
Kimani	10000	Research	15	Single
Silamtoi	15000	Finance	35	Divorced
Tina	35000	Computer	25	Married
Moses	59000	Research	33	Single
Miriam	70000	Finance	56	Divorced
Maurice	32876	Computer	70	Divorced
Alphie	43876	Research	98	Divorced
Albert	48098	Research.	32	Single
Langat	6500	Computer	12	Single
Phenny	29000	Finance	70	Single
Hilda	32000	Computer	13	Married

(b) By saving each query using the alphabetical letters given in brackets, create queries to determine;

   i. People with basic salary greater than 32,000/= and aged between 39 and 70. **(A)**   (5 mks)

   ii. People with basic salary less than 45,000/= and come from computer department. **(B)**

(5mks)

   iii. Names of people who are either married or single.   **(C)**   (4 mks)

   iv. Those whose name begin with letter **M** or end in letter **S**   **(D)**   (3 mks)

(c) Create a query to compute the new salary if there is an increment of basic pay by   50%. Save this
   query as **New_Salary**   (7mks)

(d) (i)   Create a tabular form using form wizard for the **Dep_tbl** above and save it as **Dep_frm** .

(3mks)

   (ii) Open **Dep_frm** in design view and on the form footer insert a function to calculate the total
   basic salary for the whole table, add current date and time on the form header. Save it. (5 mks)

(e) Create a report for **Dep_tbl**   and save it as **Dep_rpt**. Insert the Title **PAYROLL**.   (3mks)

(f) Print **Dep_frm** and **Dep_rpt**.   (2mks)