**TERM 3 END YEAR EXAM- 2022**

**COMPUTER STUDIES PAPER 2 451/2**

***Kenya Certificate of Secondary Education (K.C.S.E)***

**(PRACTICAL)**

**FORM TWO**

**TIME 2½ Hrs.**

**NAME……………………………………………………ADM NO……………………………**

**SCHOOL:…………………………..SIGN: ………………………. DATE:…………**

***Instruction to Candidates***

* The Paper has two questions.
* Answer all the questions.
* Type your name and index number at the Right- hand corner of each printout.
* Write your name and index number on the CD.
* Write the name and version of software used in each question on the answer sheet.
* Password should not be used on CD.
* All answer must be saved on the CD.
* Hand in all the printouts and the CD.

FOR OFFICIAL USE ONLY

|  |  |  |
| --- | --- | --- |
| QUESTION | MAX SCORE | CAND SCORE |
| ONE | 50 |  |
| TWO | 50 |  |
| TOTAL | 100 |  |

**QUESTION ONE (50 MARKS)**

1. Using an appropriate word processing, type the following passage and save it in as: Data (10mks)

Data security and control

External threats

1. Fire. Floods, earthquakes, and other natural disasters, these are the potential threats hut are not the most common external problems,
2. Theft of equipment- theft of pc’s laser printers and even memory chips after a **Break into a building are quite common**.
3. Espionage (intelligence) - information in the wrong hands can do a lot of damage. Example access to a payroll or accounting information is restricted so such information should be shielded from external and internal spies.

Internal threats

**Internal threat** would include.

1. hacking

ii) Fraud

iii) Hardware failure

1. Corruption of databases

Viruses load and run without the user requesting them to run and cause considerable damage e.g.

i) Modifying another program

ii) Hiding inside other programs with an aim of spreading to another machine

iii) Destroying data and programs.

It is a computer code which usually designed to carry out two tasks:

1. To replicate itself’ from one computer s stem to another.
2. To locate itself’ within a computer system in such a way as to make it possible for it to amend or destroy programs and data files, by interfering with the normal processes of the operating system.

Questions

(i) Copy the document to the next page. (2mks)

(ii) Format the headings as follows: (6mks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Front Size | Font type | Underline | bold |
| Data security and control | 14 | Times New Roman | Yes | Yes |
| External threats | 14 | Monotype Corsiva | None | Yes |
| Internal threats | 14 | Default | Yes | No |

(iii) Change the numbering to bullets; as follows: (2mks)

|  |  |
| --- | --- |
| Headings | Bullet |
| i) External threats  ii) Interna | > |
| **.** |

(iv) Strike through the word internal threats (2mks)

(c) (i) **Insert** the ANY clipart at the bottom center of the document. (3mks)

(ii) **Create** word art as indicated by the symbol. (2mks)



(iii) Using auto shape, design a logo as indicated by the symbol. (2mks)

SECURITY

(d) Save the document as **security** (2mks)

(e) (i) Copy the original document (data security) to the next page(2mks)

(ii) Drop cap the first letter of the document (D) to cover two lines (1mk)

(iii) Spell check the whole document. (2mks

(iv) Double space and italics the first paragraph (3mks)

(v) Insert a header ‘computer threat’ to appear in every page (2mks)

(iv) Number the pages using the format I,ii,iii..... at the center of the page.

(3mks)

(f) Save the document as **COMPUTER THREAT** (2mks)

(g) Print the document

(i) Data security (1mk)

(ii) Security (1mk)

(iii) Computer threat (1mk)

**QUESTION TWO:**

The table below shows an extract of the Form Three Performance in the three exams of the term. Using spreadsheet package create a workbook and save as: ***Clas Performance MERIT***. (12mks)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/no | Adm. No. | Name | 1st Exam | 2nd Exam | 3rd Exam |
| 1. | 2131 | JOY KAMAU | 70 | 92 | 52 |
| 2. | 2132 | JOHN NJUGUNA | 80 | 72 | 62 |
| 3. | 2133 | FRED OWINO | 92 | 83 | 72 |
| 4. | 2134 | LILIZ MAINA | 46 | 49 | 89 |
| 5. | 2135 | WINNIE OKWACH | 78 | 50 | 35 |
| 6. | 2136 | ANN OWILI | 89 | 78 | 48 |
| 7. | 2137 | MARY KASGWANA | 30 | 72 | 68 |
| 8. | 2138 | SAMUEL WILLIS | 47 | 89 | 72 |
| 9. | 2139 | OKIDIZ KIDII | 58 | 30 | 74 |
| 10. | 2140 | NEREA REBECA | 92 | 42 | 74 |

1. In column F calculate the average performance of all the students. (2mks)
2. In row 12, find the lowest score in every exam. (3mks)
3. In cells B15, B16 and B17 insert the values 0.25, 0.35 and 0.4 respectively. (3mks)
4. Rename the cells B15, B16 and B17 as EX1, EX2 and EX3 respectively. (3mks)
5. Insert a column between 3rd exam and average and name as score. (2mks)
6. Using absolute cell reference Calculate the score for Rebeca as Sum of 25% of 1st Exam, 35% of 2nd Exam, and 40% of 3rdExam. (3mks)
7. Copy the formula upwards to calculate the score for all the students. (3mks)
8. Create a pie chart showing the students admission number and the average on the same sheet. (5mks)
9. Have the chart title as 'Performance Merit’ (1mk)
10. Put the legend to the left of the chart. (1mk)
11. Copy the admission number, 1st Exam, and 2nd Exam to sheet 2. (2mks)
12. Create a column called points to award the students points based on the average of the two exams as follows: (4mks)

|  |  |
| --- | --- |
| **Average** | **Points** |
| >80 | 12 |
| >60 | 8 |
| >40 | 6 |
| >0 | 2 |

1. Calculate the total points scored by all the students. (2mks)
2. Calculate the number of students who have 70 and above in Exam 2. (2mks)
3. Print sheet 1. (2mks)