**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**PRACTICAL**

**NOV / DEC 2021**

**TIME 2 ½ HOURS.**

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**CEKENAS END OF TERM TWO EXAM-2021**

**FORM FOUR EXAM**

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

**451/2**

**COMPUTER STUDIES**

**PAPER 2**

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**INSTRUCTIONS TO CANDIDATES**

* *Type your name and index number at the top right hand corner of each printout.*
* ***Write your name and index number on the diskette.***
* *Write the name and version of the software used for each question attempted in the answer sheet. .*
* *Passwords* ***should not be*** *used while saving in the diskettes.*
* *Answer* ***all*** *questions.*
* *All questions carry equal marks.*
* *All answers must be saved in your diskette.*
* *Make printouts of the answers on the answer sheets provided.*
* *Hand in all the* ***printou****t**and the* ***diskette***
* *Candidates may be penalized for not following instruction given in this pager*
* *Arrange your printout and staple them together*

**FOR EXAMINER’S USE ONLY**

|  |  |  |
| --- | --- | --- |
| **QUESTION** | **MAX. MARKS** | **CANDIDATE’S SCORE** |
| **1** | **50** |  |
| **2** | **50** |  |
|  **TOTAL SCORE** |  |

1.Perfect Pizza Factory manufactures pasta for distribution to restaurants in Thika. Assuming that you are now working for the factory and have been given the following sales data:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **1** | Restaurants | July | August | September | October | November | December | Total ProductSales | Average |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** | Nankos | 34567 | 45671 | 89650 | 67222 | 56113 | 96282 |  |  |
| **4** | Burgees | 100000 | 97600 | 82199 | 105999 | 140663 | 190654 |  |  |
| **5** | Kenga | 96543 | 97600 | 82199 | 105999 | 140663 | 190654 |  |  |
| **6** | Tika | 65000 | 97600 | 82199 | 105999 | 140663 | 190654 |  |  |
| **7** | Appetos | 103456 | 97645 | 82297 | 105999 | 140220 | 175000 |  |  |
| **8** | Marries | 76899 | 85400 | 96709 | 101324 | 140882 | 181230 |  |  |
| **9** | Generals | 98000 | 97600 | 82199 | 105999 | 140663 | 190654 |  |  |
| **10** | My Cafe | 25000 | 19654 | 15222 | 8000 | 5602 | 200 |  |  |
| **11** | Shooters | 86777 | 75432 | 84366 | 105999 | 55678 | 201345 |  |  |
| **12** |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |
| **14** | Total MonthlySales |  |  |  |  |  |  |  |  |

1. Enter the data shown above into a spreadsheet and save it as **PizzaIn.** (12 marks)
2. Copy the contents of sheet1 to sheet2 and rename it as Pizza 2 (2 marks)
3. The sales for appetos for October have been entered wrongly and should be 115669. Update the information in Pizza 2. (1 marks)
4. Move the records containing Tika’s information to the beginning of the list above Nankos. (1 mark)
5. Delete the blank row after shooters (1 mark)
6. Format all numeric values to 2 decimal places and use comma separators. (2 marks)
7. Use a formula in cell H2 to calculate the total sales for the first restaurant. (2 marks)
8. Copy the formula down the column to calculate the Total sales for all restaurants (1 mark)
9. Use a formula to calculate the Total sales for the month of July. (2 marks)
10. Copy the formula across the row to calculate the total sales for the other months (1 mark)
11. Using appropriate function, calculate the average sales for each restaurant in column I. (3 marks)
12. Format column H and I to currency with 2 decimal places (2 marks)
13. Given that June sales were to be increased by 10% in all restaurants:
14. Enter the label ‘*% increment’* in cell A16 and a value 10% in cell B16 (2 marks)
15. Insert a column before July and use absolute cell referencing to calculate the increased sales for June (5 marks)
16. Using a formula in cells B17 and B18 respectively, determine:
17. The number of restaurants whose sales were above 60000 for the month of November

 (2 marks)

1. The maximum sales for the month of December (2 marks)
2. Create a line graph on a new sheet to show the trend of total monthly sales for the six months

 (2 marks)

1. Label the graph as follows: (4 marks)

Chart title: Monthly Pasta sales July – Dec 2020

Y axis : Total monthly sales

X axis: Month

Legend position: Right

1. Print Sheet1, Pizza2 and the graph in landscape orientation (3 marks)

2. The data in the tables below were extracted from KASSU football league management system.

**Table 1: TEAMS TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Code** | **Team Name** | **Address** | **Tel No.** | **Reg Fee** |
| 01 | Kassu High | Box 0012 | 021542148 | 5000 |
| 02 | Baricho High | Box 2454 | 025485267 | 3500 |
| 03 | Murang’a High | Box 458 | 025478756 | 4700 |
| 04 | Nyeri High | Box 635 | 032547855 | 2400 |
| 05 | Bishop Gatimu | Box 2446 | 032458754 | 1200 |
| 06 | Kabare High | Box 6589 | 015487564 | 1400 |
| 07 | Njiiri High | Box 1254 | 031204543 | 5000 |

 **Table 2: RESULTS TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Code** | **GamesWon** | **Games Lost** | **Games Draw** |
| 01 | 12 | 2 | 2 |
| 02 | 10 | 3 | 3 |
| 03 | 4 | 8 | 3 |
| 04 | 9 | 3 | 4 |
| 05 | 7 | 3 | 5 |
| 06 | 7 | 6 | 4 |
| 07 | 5 | 9 | 2 |

1. Create a database named **KASSU** to store the data above (12 marks)
2. Format the *Reg Fee* field as follows:

i) To display the entries with the prefix: “KSh.” correct to two decimal places (2 marks)

ii) Restrict entries to positive values only and should return an error message “*Error: enter positive values only*” if an out of range value is entered. (2 marks)

1. Validate Team Code to 2 characters only (2 marks)
2. Create a suitable table relationship between the tables (3 marks)
3. Design a form for each table and use it to enter the data into the tables (9 marks)
4. i) Create a query named **TotalGamesQuery** to display the fields: Team Code, Team Name and Total games played. (4 marks)

ii) Create a query to show the team name and total points. (**Note: A Win in a game earns a team 3 points, a draw 1 point and a loss 0**). The query should show the 3 best teams based on the total points. Save the query as **BestTeamsQuery**. (5 marks)

1. i) Create a report named **RegReport** to display the Team name, Address, Reg Fee. The report should show the total registration fee collected from all teams. (5 marks)

ii) Sort the records to show the team that has paid the highest amount of registration fee first.

(2 marks)

ii) Title the report as “*Income from registration*” (2 marks)

1. Print each of the following: (2 marks)

i) Teams table and Results table

ii) TotalGames Query and BestTeamsQuery

iii) RegReport

**THIS IS THE LAST PRINTED PAGE**