

NAME.....INDEX NO.

CANDIDATE'S SIGNATURECLASS.....

451/2

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

JUNE 2016

2 ½ HOURS

STAREHE BOYS' CENTRE AND SCHOOL MOCK

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

INSTRUCTIONS TO CANDIDATES

- Write your **Name, Index number** and **Class** in the spaces provided above.
- Write your name and Index number on the removable media provided
- Answer BOTH questions
- All answers *must* be saved in your removable media
- Make a printout of the answers on the answer sheet provided.
- Arrange your printouts and tie / staple them together
- Hand in all the *printouts* and *the removable media*

1. Create a folder on the desktop with your index no **“SBC MOCK_001”** and save all your work in the folder.
 - (a) Launch a DTP Package and design a newspaper advertisement using the following instructions **(31 Marks)**
 - (b) Set the margins of the Landscape orientation print area to 1.25cm all round **(2 Marks)**
 - (c) Design the document as it is and set the text in the object containing the statement **“Mashina Residents Association”** as follows:
 - Font face : Arial Rounded MT Bold
 - Font size: 11
 - Text: Hyphenated
 - Background colour: Lighter Blue 80% **(4 Marks)**
 - (d) Set the text in the object containing the statement **“Mashina Housing Project”** as follows:
 - Font face : Calibri
 - Font size: 22
 - Scaling: Shrink to 89%
 - Tracking: Tight at 89%
 - Line spacing: 1.5 **(5 Marks)**
 - (e) Set the calendar numbers as follows:
 - Font face : Georgia
 - Font size: 10 **(1 Mark)**
 - (f) Insert a border line around advertisement are measuring 2.25pt **(2 Marks)**
 - (g) Spell check the document and save your work as **“Mashina_Publications”** in the folder created in (a) **(2 Marks)**
 - (h) Print the publication **(2 Marks)**

MASHINA LAND GRABBING

Mashina Residents Association is in the process of automating its land registration system. This is in order to serve the residents through policy planning, response to queries, security among others.

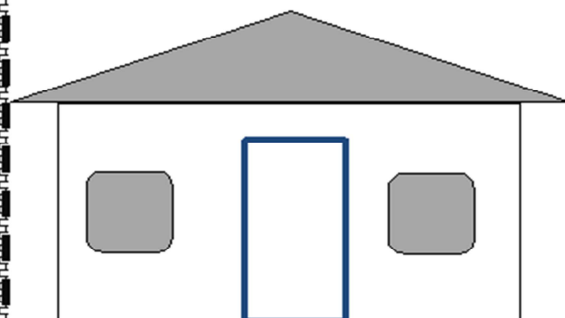
In recent times it has been noted that Kuyoya Area 4 is being encroached by intruders who are likely to annex the Burebure Sports Ground. Be warned. We shall be holding a baraza on 23/06/2016. please attend to discuss this matter.

June 2016

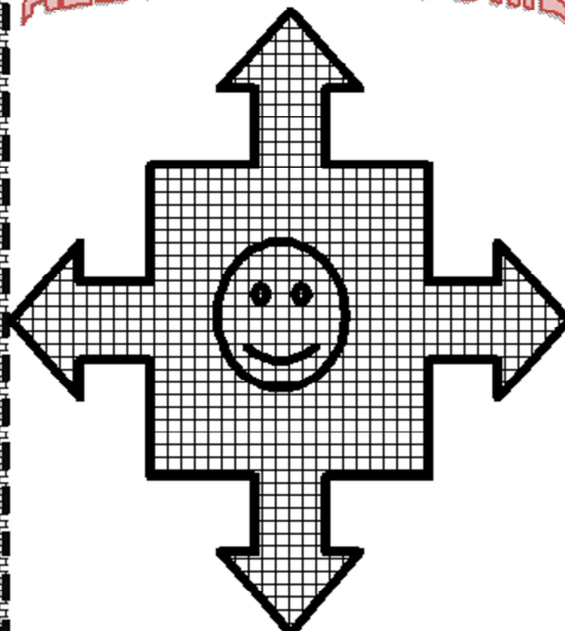
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mashina Housing Project is complete and is ready for occupation. 75 percent of the houses are already occupied. Hurry up before the doors are closed. One bedroomed apartments are retailing at 2.3 m while two bedroomed apartments are ONLY 3.4 m. Payment is 20% deposit and a further monthly installment of 15,000 shillings

12% offer



ALL ARE WELCOME



2.All your work to be saved in the folder created in Question 1

	A	B	C	D	E	F	G	H	I	J
1	NAIROTEC ELECTRONIS LTD									
2				UNITS SOLD					PROFIT	
3	ITEMCODE	TYPE	DESCRIPTION	2012	2013	UNIT PRICE	DISCOUNT	VAT	2012	2013
4	DV001	DVD	SONY DVD Player	200	230	4500				
5	DV002	DVD	LG DVD Player	234	420	4300				
6	DV003	DVD	Samsung DVD 5Z Player	300	450	5100				
7	DV004	DVD	HOTPOINT DVD Player	25	27	3600				
8	RD001	RADIO	JVC 5cd Changer	340	280	16500				
9	RD002	RADIO	Samsung 3Z Home Theatre	360	420	21400				
10	TV001	TV	36" LG Plasma HD	120	191	67500				
11	TV002	TV	14" Sony TV	450	300	12000				
12	TV003	TV	64" Sony Concave Touch	56	102	85000				
13	TV004	TV	14" ZEC Colour TV	350	234	8400				
14										
15										
16										
17	DISCOUNT PERCENTAGE	5.30%								
18	VAT	16%								
19	PROFIT MARGIN	25%								

- Using a spreadsheet package, represent the above information on a worksheet as it is and save it as "**Sales_Collection**" (15 Marks)
- Using formulae calculate DISCOUNT and VAT for all products using cell references of B17 and B18 respectively and copy the formulae to all cells (6 Marks)
- Copy the information to a new worksheet and save it as "**Profit_Margin**" (2 Marks)
- Calculate the sales profit for the year 2012 and 2013. Profit on an item is calculated by (Unit Price * Profit Margin) -(Discount and VAT) (6 Marks)
- Format all cash columns to Kshs. and 2 decimal places (2 Marks)
- Calculate **SubTotal** and **Grand Total** amounts of profits generated in 2012 and 2013 based on TYPE (6 Marks)
- Draw a well labeled line graph in a new worksheet based on Item Description against Profit for the year 2012 and 2013 (6 Marks)
- Rename the three worksheets as "**SALES**" , "**PROFIT**" and "**GRAPH**" respectively (3 Marks)
- Print **SALES** formula and **GRAPH** each on a single page using landscape orientation (5 Marks)