

451/2

COMPUTER STUDIES

Paper 2

(PRACTICAL)

Oct./Nov. 2012

2 ½ hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

Kenya Certificate of Secondary Education

COMPUTER STUDIES

Paper 2

2 ½ hours

451/2 – Computer Studies – P2
Thursday 8.00 am – 20.30 am
25/10/2012 (1st Session)

Instructions to candidates

- (a) Indicate your name and index number at the top 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
- (e) All questions carry equal marks
- (f) Passwords should be used while saving in the CD/Removable storage medium
- (g) All answers must be saved in your CD/Removable storage medium
- (h) Make a printout of the answers on the answer sheet
- (i) Arrange your printouts and tie/staple them together
- (j) Hand in all the printouts and the CD/Removable storage medium used
- (k) This paper consist of 6 printed pages
- (l) Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing



1. Tip Top consultants has short listed candidates for an interview for various positions in their organization. The following is a standard letter for each of the candidates to be interviewed. The information enclosed in <<>> represents details about recipients, positions, dates and time of the interview.

- (a) Using a word processor, type the document as it appears and save it as LetterMain. (16 marks)

## Tip Top Consultants

Top Human Resources Consultants

P.O. Box 456,  
Nairobi.

Tel: 0322232514233  
Email: Info@tiptop.co.ke

Monday, 11 April 2009.

<<First Name>> <<Second Name>>,  
P.O. Box <<Address>>,  
<<Town>>.

Dear <<Title>> <<Second name>>,

### **RE: INVITATION FOR AN INTERVIEW**

Following your application for the position of <<Position>>, I am glad to inform you that you have been short listed. You will be required to report for an interview on <<Date>> at <<Time>>. You are required to bring the following documents with you.

- Identity Card
- Original Certificates
- Two passport size photographs
- A reference letter.

We are looking forward to seeing you.

Yours faithfully,

Suku Nzolata  
**Consulting Partner**



- (b) Insert the following as a footer:  
Vision: “To be a leader in the provision of quality Human Resource for development”
- (c) Create the logo in Figure 1 and position it below the statement ‘Top Human Resources Consultants’.

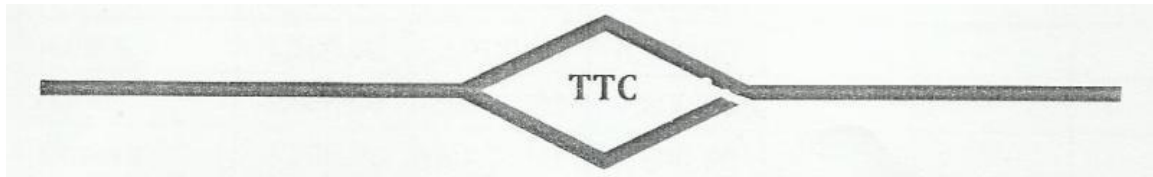


Figure 1 (6 marks)

- (d) Table 1 shows details about short listed candidates. create a data source to store information in the table and save it as ListFile. (11 marks)

Title	First Name	Second Name	Address	Town	Position	Date	Time
Miss	Anyango	Wafula	365675	Kisumu	ICT Assistant	6 <sup>th</sup> Dev	11:30 am
S	Caroline	Kandai	3456	Kajiado	Accountant	6 <sup>th</sup> Dec	12:30 pm
Mr	Zachary	Esokon	123	Lodwar	ICT Assistant	7 <sup>th</sup> Dec	1:30 pm
Mrs	Ssuan	Chemutai	721	Eldoret	Accountant	7 <sup>th</sup> Dec	2:30 pm
Mr	Jilo	Buya	222	Mombasa	Accountant	8 <sup>th</sup> Dec	12:30 pm
Mr	Sospeter	Kamau	912	Kiambu	Accountant	9 <sup>th</sup> Dec	12:30 pm

- (e) Using mail Merge feature, merge the files LetterMain and ListFile and save the documents as Merged Document. (5 marks)
- (f) Insert page numbers at the top right hand side in the merged document saved in (e) above. (2 marks)
- (g) Using ListFile as a data source, create a list of addresses to be printed on envelopes as shown in Figure 2 and save it as envelopes. (4 marks)

<<Title>> <<First Name>> <<Second Name>>,  
P.O. Box <<Address>>,  
<<Town>>

Figure 2



- (h) Print the following: (4 marks)
- (i) LetterMain;
  - (ii) ListFile;
  - (iii) Page 5 of the Merged document;
  - (iv) Address to be printed on the first envelope.



2. Company XYZ sells products P, Q and R. Figure 3 shows an extract of a spreadsheet for the company's salespersons and their respective sales in shillings for each product.

	A	B	C	D	E	F	G	H
1	SALES PERSON	PRODUCT P	PRODUCT Q	PRODUCT R	TOTAL SALES	POINTS	CATEGORY	TOTAL Y
2	Thomas	4,000.00	6,230.00					
3	Jane	4,500.00	8,000.00					
4	Gabriel	5,678.00	7,800.00					
5	Kipkorir	3,200.00	9,600.00					
6	Anyango	8,00.00	8,900.00					
7	Nekesa	9,800.00	10,000.00					
8	Kinuthia	2,700.00	2,300.00					
9	TOTAL							

Figure 3

- (a) (i) Using a spreadsheet package enter the above information and save it as SALES\_TABLE. (9 marks)
- (ii) Format the worksheet to appear as it is. (4 marks)
- (b) (i) Type a formula:
- (I) at cell B9 to compute the total sales for product P; (1 mark)
- (II) at cell E2 to compute the total sales for Thomas. (1 mark)
- (ii) Apply the formulae to the appropriate cells (2 marks)
- (c) A salesperson earns points for the sales of each product based on the following criteria;
- 1 point for every shs 50 for product P,
  - 2 points for every shs 65 for product Q,
  - 3 points for every shs 40 for product R.
- (i) Type a formula in cell F2 to compute the total points earned by Thomas; (3 marks)
- (ii) Apply the formula in (c) (i) to the rest of the salespersons. (1 mark)



- (d) A salesperson is categorized based on points earned as follows.

POINTS RANGE	CATEGORY
Over 1300	Gold
1101 – 1300	Silver
Up to 1100	Bronze

Those salespersons attaining a Gold category earn a promotion.

- (i) Type a formula in G4 to determine Gabriel's category (5 marks)
- (ii) Apply the formula in (d) (i) to other appropriate cells (1 mark)
- (iii) Type a formula t G 10 to determine the number of salespersons who will earn a promotion. (4 marks)
- (e) Each salesperson earns a total pay of Shs 20,000 plus 2% commission of their total sales. Using absolute referencing, determine the total pay for each salesperson if the value 2 is entered in cell B12. (5 marks)
- (f) Create a bar chart showing Product P and product R sales for each sales person. Insert appropriate labels on the chart. (9 marks)
- (g) Rename the worksheet containing the data as SalesData and the chart sheet as SalesChart. (2 marks)
- (h) Print the following: (3 marks)
- (i) SalesData;
- (ii) SalesData showing the formulae;
- (iii) SalesChart

THIS IS THE LAST PRINTED PAGE.

