

Name:.....Index Number...../.....

Candidate's Signature

Date.....

451/2
COMPUTER STUDIES
Paper 2
(PRACTICAL)
July/August 2014
2½ hours

THE 2014 KCSE LAMU COUNTY EVALUATION EXAMINATIONS

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

451/2

COMPUTER STUDIES

Paper 2

(PRACTICAL)

July/August 2014

Instructions to candidates

- a) Type your name and index number at the right hand corner of each print out
- b) Write your name and index number on the CD-ROM provided
- c) Answer all the questions
- d) Passwords should not be used while saving your work
- e) All answers should be saved in the CD-ROM provided
- f) Make the print out of the answers on the answer sheets provided
- g) Arrange your print out and stable them together
- h) Hand in all the print outs and the CD-ROM provided
- i) Candidates should check the question paper to ascertain that no question is missing.

1. (a) Barkoi holding company limited contacted you to help them analyze their sales and expenses in the first two quarters of the year. The details used in calculating expenses incurred during the two quarters of the year are shown

in the table below. Use a spreadsheet package to enter the details, and save your work as Expenses 1. (20 Marks)

	A	B	C	D	E	F	G
1	<u>BARKOI HOLDINGS COMPANY LIMITED</u>						
2	<u>P. O. BOX 23625 NAKURU</u>						
3		First Quarter			Second Quarter		
4		January	February	March	April	May	June
5	Production Cost	15642	14687	18741	19457	15412	15441
6	Transportation	1564	1469	1874	1946	1541	1544
7	Warehousing	1125	1056	1347	1398	1107	1109
8	Promotion	2564	2407	3071	3188	2525	2530
9	Salary	4525	4248	5420	5626	4456	4465

- (b) (i) Copy the details of Barkoi holding company limited to sheet 2 of your worksheet (2 Marks)
- (ii) Add a column called "Total" and calculate the Total production cost for the two Quarters. (4 Marks)
- (iii) Calculate the total for the other expenses (4 Marks)
- (c) (i) Enter the label "Total Expenses" in cell A10. Calculate the total expenses for each month (4 Marks)
- (ii) On the paper provided write the formula used to calculate the expenses for the month of April. (2 Marks)
- (d) (i) In cell H10, calculate the cumulative total expenses for the two quarters in cell H10 (4 Marks)
- (ii) Write the formula used to get the cumulative total on the paper Provided. (2 Marks)
- (iii) Type the label "Percentage Expenses in Cell A11. Use absolute cell reference to calculate the percentage of total expenses for the respective months. (4 Marks)
- (iv) Write down the formulae used to get the percentage expenses for the month of May (2 Marks)
- (v) Insert a line graph of the total expenses for the six months. Appropriately label your graph by adding legends and titles. (8 Marks)
- (vi) Save your work as Expenses 2 (2 Marks)
- (vii) Print Expenses 1 and Expenses 2 (2 Marks)
2. Icon Management Training and Consultancy Center have set up a special advertising campaign to market its courses. As a DTP expert, you have been appointed to assist the marketing team in designing a brochure

A sample brochure is attached to the question paper. The fonts, borders and graphics used should be relevant to all the publications as may be available in your software

- (a) Prepare a publication layout with the following specifications:
- i. The paper size should be A4, landscape (2 Marks)
 - ii. Set the margins to be 10mm (0.4 inch) all round (2 Marks)
 - iii. Set the publication to be in three columns of measurements 87mm, 81 mm and 97 mm respectively (2 Marks)
 - iv. Set space between columns to 6 mm (2 Marks)
- (b) Key in the text as shown in column 1 and 3 of the sample provided and save your work as Sample1 (8 Marks)
- (c) In column 3(title), format the text as follows:
- i. Reverse the title as shown in the sample provided (2 Marks)
 - ii. Bold the mission statement heading (2 Marks)
 - iii. Italicize and centre the mission statement (2 Marks)
 - iv. Centre the address at the bottom of column 3 (2 Marks)
 - v. Place a clipart appropriately as shown in column 3 of the sample provided
(if clipart not available, place any other appropriate graphics) (2 Marks)
 - vi. Save your work as sample 2 (2 Marks)
- (d) In column 1 (courses), format the text as follows:
- i. Bold the main title and the sub titles (2 Marks)
 - ii. Underline the main title as shown in the sample provided (2 Marks)
 - iii. Use appropriate bullets to highlight the courses (2 Marks)
- (e) Insert the text *"Registration and enquiries at our head office – ICON Towers."* as a column footer for column 1 as shown in the sample provided (2 Marks)
- (f) Create the mailing coupon as it appears in column 2 of the sample (2 Marks)
- (g) Format the mailing coupon text as follows:
- i. Bold and centre the address, as shown in the sample provided (2 Marks)
 - ii. Draw and enter the **"PLACE STAMP HERE"** caption at the top right hand corner of column 2 (2 Marks)
 - iii. Save your work as sample 3 (2 Marks)
- (h) Print sample 1, sample 2 and sample 3. (6 Marks)

