NAME: ……………………………………………………………………………..

ADM NO : ………………………….. **CLASS** ………………..**DATE** ……………**SIGN**……………

451/2

COMPUTER STUDIES

Paper 2

451/2

FEB, 2023

PRACTICAL

21/2 Hours

INSTRUCTIONS TO CANDIDATES

- ✓ Type your name and Adm No. at the top right hand corner of each printout.
- ✓ Passwords should NOT be used while saving in the CD.
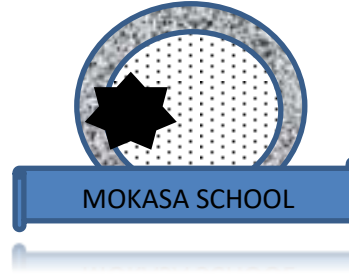- ✓ Answer all questions
- ✓ All questions carry equal marks

FOR OFFICIAL USE

QUESTION	MARK AWARDED
1	
2	
TOTAL	

QUESTION 1

    a) Type the document below exactly as it appears using word processing package and save it as **MY VISA** in the document created   **(16mks)**

TO WHOM IT MAY CONCERN:

MOKASA SCHOOL

~~Please accept this Letter of Invitation for:~~

<div align="center">

Halver Fitspatrick
Passport #: $2^3 4_5 6^7$
PO BOX 444,
NAIROBI
02/02/2022

</div>

<< First Name>> <<Middle Name>>
PO BOX <<Address>>
<<Town>>

Dear <<Title>> <<Middle Name>>

Mr. Halver is employed by Kenyan's   Purse as an international General Manager for the aviation unit and is based in North Wilkesboro, NC USA. As part of management duties, Mr. Halver is required to travel overseas where the aviation programs are based.

The Kenyan's Purse has an aviation program in Kenya, Tanzania and Uganda serving Kenyan's Purse South Sudan flight needs and he is visiting the program between from<<Date>> . Mr. Halver is scheduled to travel to South Sudan to observe the operations and meet with the staff. This aviation program helps Kenyan's Purse successfully carry out its relief operations in East and Central Africa.

        The address while in Kenya;
        ❖ Koka Gardens, Elgon view, house number 67
        ❖ Tel +254735678676
        ❖ C/O Jayden Kwamboka
        ❖ Phone: +254 733 444 555

Please be assured that Kenyan's Purse will assume responsibility for all costs associated with Mr. Halver's test, travel, and accommodations. Thank you for extending to Mr. Halver every courtesy and consideration.

Sincerely,

Country Director

b) Insert the following as the footer

'Relief operations in East and Central Africa. **(2mks)**

c) Format the heading of the **TO WHOM IT MAY CONCERN** as **(3mks)**

Alignment   :Centre
Font style   :   Algerian
Font size   : 16

d) Drop the first letter of the paragraph starting with the word **'The Kenyan's'** by four lines **(2mks)**

e) Set the margin as follows **(2mks)**

Top 1.0cm
Left 1.0 cm

f) Set the line spacing of the paragraph starting with the word '**Please be assured'** to 2.0 and convert the paragraph to two columns **(3mks)**

g) Create a table at the end of the document above and enter the following **(5mks)**

Serial number	Country	Budget
1.	Kenya	2400000
2.	Sudan	6000000
3.	Tanzania	4500000

h) Use the formula to find the **total** and **average** budget of the three countries" **(4mks)**

Table 1 shows details about the individuals who will receive the   letter   **MY VISA.** Create a data source to store information in the table and save it as **CC**   **(5mks)**

Title	First name	Middle Name	Passport	Address	Town	Date
Mr	Cosmas	Matendechere	2890	563	Kisumu	23/02/2022
Mrs	Faith	Mukami	3456	129	Nairobi	5/03/2022
Mr	Amos	Shikwekwe	5678	432	Eldoret	9/04/2022

i) Using mail merge feature merge the files **MY VISA** and **CC** and save the file as **MYVISACC** **(5mks)**

(**j** Insert page numbers at the top right hand side in the merged document saved in (i) above (**2mks)**

(**k** Print
i.   MY VISA
ii.   MYVISACC addressed to Mukami Faith **(2mks)**

2. A student welfare organization maintains its records in a spreadsheet for the number of registrations on a termly basis for some selected schools as shown in the table below in the year 2021.

	A	B	C	D	E	F
1	School	Term 1	Term 2	Term 3	Total Registrations	
2	Boma	100	902	906		
3	Kabarak	123	502	609		
4	Sacho	540	110	120		
5	Moi Girls	592	109	121		
6	Sunshine	512	807	916		
7	Nakuru	320	177	172		
8	Kabarnet	379	818	917		
9	Nairobi	560	250	200		
10						
11						
12	Total Termly					
13						
14	% Increment	7%				
15						
16						
17						

a) Enter the data shown above in a spreadsheet and save it as **WELFARE REG**. (14 marks)

b) (i) Use a function in column E2 to calculate the total number of registrations per school in that year. You are also required to calculate the total registrations from all schools. (3 marks)

   (ii) Use a function to calculate the Total number of registrations for each term. (3 marks)

c) Using appropriate formulae, calculate the average number of registrations for each term in column F. (2 marks)

d) Name the sheet as **Reg 1**. (1 mark)

e) (i) In a column, use the "IF" function to display the following expectations on the registration targets per school in the year. (4 marks)

Number of registrations expected	**Comments**
• Greater or equal to 1500	Optimum
• Greater than 700 and less than 1500	Fair
• Less than 700	Too low

   (ii) Use a function to display the number of schools who managed to have a fair registration. (1 mark)

f) Format the worksheet as follows:
   • Resize the column heading to fontsize 16 and apply bold. (2 marks)
   • Apply borders to all cells containing data. (1 mark)
   • Apply grey background colour to all column headings. (1 mark)

g) Given that the Term 1 number of registrations were 7% less the number of registrations for Term 3 2020 in all the schools;

     (i) Enter the label % increment in cell A16 and a value 7 in cell B16 as shown;   (1 mark)

     (ii) Insert a column before Term1 and use absolute cell referencing to calculate the total number of registrations for Term 3 2020. Label the column as **T3-2020**.   (3 marks)

h) Using a function in cells B17 and B18 respectively determine;

     (i) the number of schools whose total number of registrations were above 1500 in that year. (2 marks)

     (ii) the minimum number of registrations for Term 2.   (2 marks)

i) Copy data in sheet 1 to sheet 2 and rename it as **Graph**.   (2 marks)

j) Create a bar graph on a new sheet to show the schools names and their respective number of registrations from the three terms and label the chart as follows.   (5 marks)

- Chart title: Welfare Registrations 2021
- Y-axis: Total Number of Registrations
- X-axis   School Name
- Legend Position: Right

k) Print the following;   (2 marks)

- Reg 1 sheet.
- CHART

END