NAME ……..…….. ADMIN NO…….…..…

CLASS ……..… DATE ……...…

451/2
FORM *TWO* COMPUTER STUDIES
PAPER 2
(PRACTICAL)
TERM TWO

TIME: 2½ HOURS

INSTRUCTIONS TO CANDIDATES

- ➔ Write your Name and Admission Number in the spaces provided.
- ➔ This paper consists of **TWO** questions: **1** and **2**
- ➔ Answer **ALL** questions.
- ➔ All questions carry equal marks.
- ➔ Attach your printouts to the question paper.
- ➔ Create a folder on the desktop, bearing your name and admission , save all your work in the folder

FOR EXAMINERS USE ONLY.

Question	Candidate's score
1	
2	
TOTAL	

This paper consists of 4 printed pages. Candidates should check the question paper to ensure that all the papers are printed as indicated and no questions are missing.

QUESTION 1.

a)

i. Type the document below as it is, and save it as System Development, using a word processor.

ii. Set all the margins at 1”

iii. Set the font type for the heading1to monotype Corsiva, size at 14. The font type for heading 2 should be Arial black, size 14. The rest of the document should be typed in font type Times New Roman, font size 12.

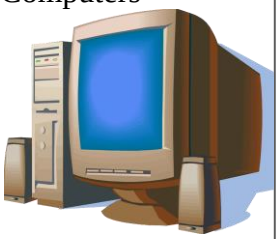
iv. Insert the header and page numbers in the document. **(42 marks)**

DEVELOPING A PROJECT USING MICROSOFT ACCESS DATABASE

Case Study

~~Bukuma Information System~~

Due to your expertise and experience in system development, you have been hired to be the head of ***Information*** Technology (IT) at Bukuma Limited, a ***company*** that runs a supermarket. Your first task is to develop a ***computer*** based ***information*** system that would ensure that:

1. Stock control & monitoring is efficient and effective.		
2. Customers’ orders are processed accurately within the shortest time possible and invoices sent in time.		
3. Purchase orders are processed accurately in time to avoid delays in items delivery.		
4. Communication between the branches is efficient.		
5. Company data & information is secure from unauthorized users and only certain company employees can access certain reports.		
6. The overall operating cost is reduced by at least 40%.		
7. Computers 	**8.** System Analyst 	**9.** Programmers 

Feasibility of the Proposed System

1. *Schedule*: The system would take 9 months to develop.
2. The technology required to develop the new system is readily available in the market.
3. The system users are happy with the proposal to develop the new system.

Cost benefit analysis

Costs: The entire development and operational costs can be estimated as follows:

(i)	Development	- Ksh. 20,000,000
(ii)	Monthly operational costs	- Ksh. 1,000,000
(iii)	Total lifetime of the new system	- 5 yrs

Total lifetime costs = 20,000,000 + (12 x 1,000,000) x 5
= Ksh. 80,000.00

Conclusion

This report is intended to help the management to make decisions about undertaking the project.

Although the development of the new system seems expensive, it will contribute positively towards corporate objectives when implemented in the future. It is cost-effective & beneficial to the company because its benefits will greatly outweigh (undo) the costs by billions of shillings throughout its operational lifetime.

b) Copy the document to a new document and name it System Development 2. (2 marks)

c) Change the background colour of the box to gray 40% (2 marks)

d) Convert the table in the box to text. (2 marks)

e) Print the two documents (2 marks)

QUESTION 2.

(**a**) Create a new workbook and name it as Top Achievers Computer Exams (1 mark)

AdmNo.	Name	Form Two	CAT 1	CAT 2	CAT 3	Total	Average
4567	MutumaKathurima	N	78	82	56		
5238	Benson Githae	W	75	55	65		
2245	Jimmy Kitonga	N	42	45	87		
3126	Annette Wafula	W	80	93	70		
4323	Victoria Njoki	N	76	75	80		
5400	Josephine Zuma	W	38	48	25		
5321	Christine Ayieta	N	37	51	29		
3421	Paul Nyundo	N	41	86	56		
2890	Wesley Makau	N	48	76	89		
3654	Joy Aoko	N	93	67	35		

b)

i. **Enter** the following data in sheet 1 as follows:

ii. **Font type** Times New Roman, **Font Size** 12.

iii. **Centre** the text in the columns Form Two, CAT 1, CAT 2, CAT 3, Total and Average. **(24 marks)**

c) **Rename** the sheet as Term One Results (1 mark)

d) Find:

i. Totals (2 marks)

ii. Average (2 marks)

e) **Copy** sheet 1 to sheet 2 and rename it Term One Results 2. (3 marks)

ii) Below the last row enter formulas to count students from all the classes (2 marks)

f) **Sort** the students list by Adm No in ascending order (2 marks)

g)i) **Add** a column titled Remarks. (1 mark)

ii) Use the **IF** function to award remarks as follows (4 marks)

- If the average is greater than or equals to 75 the remark is "excellent"
- An average of between 60 and 74 award the remark "good"
- An average between 50 and 59 award the remark "average"
- An average of 49 and below award the remark "below average"

i) **Insert** a column chart to display the following information. (3marks)

- The marks for the three CATs to appear on the Y axis
- The names to appear on the X axis
- Title as "COMPUTER EXAMS RESULTS"

i) **Place** the legend at the bottom of the graph (1 mark)

ii) **Save** the chart on a new sheet and name it Results Analysis (1 mark)

j) **Print**

i) The chart in landscape orientation (1 mark)

ii) Term one results and Term one results 2 in landscape orientation (2 marks)