

THE KENYA NATIONAL EXAMINATIONS COUNCIL
Kenya Certificate of Secondary Education

451 – COMPUTER STUDIES – PAPER 2
(PRACTICAL)

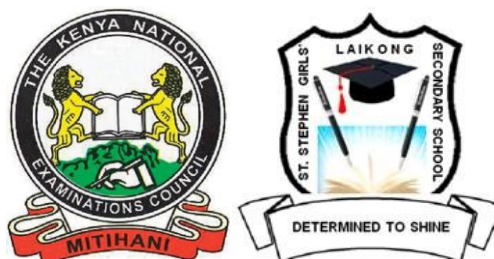
St. Stephen Laikong Girls Prediction Test 4 Series For
KCSE April 2021 – 2½ hours

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

Candidate's Signature..... Date

Instructions to candidates

- Write your name and index number at the top right hand corner of this papers provided for printing.
- Write your name and index number on the CD/Removable storage medium provided.
- Write the name and version of the software used for each question attempted in the printouts used.
- Answer **all** the question
- All questions carry equal marks.
- Passwords **should not be used** while saving files.
- All files must be transferred to the CD/Removable storage medium.
- Make printouts of your answers on the papers provided for printing.
- Arrange your printouts and tie/staple them together.
- Hand in all the printouts and the CD/Removable storage medium used.
- This paper consist of 6 printed pages.**
- Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- Candidates should answer the questions in English.**



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QUESTION 1

Prefect Pizza Factory manufactures pasta for distribution to restaurants in Nairobi. Assuming that you are now working for factory and have been given the following sales data:

	A	B	C	D	E	F	G	H	I
1	Restaurants	July	August	September	October	November	December	Total Product Sales	Average
2									
3	Nankos	34567	45671	89650	67222	56113	96282		
4	Burgees	100000	97600	82199	105999	140663	190654		
5	Kenge	96543	97600	82199	105999	140663	190654		
6	Tika	65000	97600	82199	105999	140663	190654		
7	Appetos	103456	97645	82297	105669	140220	175000		
8	Marries	76899	85400	96709	101324	140882	181230		
9	Generals	98000	97600	82199	105999	140663	190654		
10	My Café	25000	19654	15222	8000	5602	200		
11	Shooters	86777	75432	84366	105999	55678	201345		
12									
13									
14	Total Monthly Sales								

- Enter the data shown above into spreadsheet and save it as **Exam 1**. (10 marks)
- The sales for Appetor for October have been entered incorrectly, and should be 115669. Update the information in the spreadsheet. (3 marks)
- Delete the blank row after Shooters. (1 mark)
- Format all numeric values to 2 decimal places and use comma separators. (2 marks)
- Use formula in Column H2 to calculate the Total Sales for the first restaurant. (1 mark)
- Copy the formula down the column to calculate the Total Sales for all restaurants. (1 mark)
- Use a formula to calculate the Total Sales for the Month of July. (2 marks)

- (i) Copy the formula across the row to calculate the Totals for the other months. (1 mark)
- (j) Using an appropriate function, calculate the Average Sales for each restaurant in Column 1. (3 marks)
- (k) Format Columns H and I to currency with 2 decimal places. (1 mark)
- (l) Given that the July sales were 10% above the sales of June in all restaurants:
 - (i) Enter the label “%increment” in cell A16 and a value 10 in cell B16. (1 mark)
 - (ii) Insert a column before July and use absolute cell referencing to calculate the sales for June. (5 marks)
 - (iii) Save the file as Exam 2
- (m) Using formula on cells B17 and B18 respectively, determine:
 - (i) The number of restaurants whose sales were above 60000 for the month of November. (2 marks)
 - (ii) The maximum sales for the month of December. (2 marks)
- (n) Create a line graph on a new sheet (monthly sales) using the file EXAM 2 in Part (1) above and label the following:

Chart title:	Monthly Pasta Sales July-Dec 2005
Y-axis:	Total Monthly Sales
X-axis:	Month
Legend Position:	Right

- (o) Print EXAM 1, EXAM 2 and the graph in landscape orientation. (6 marks)

QUESTION 2

The Figure bellow shows the design of the cover page of a book. It comprises of the front, the back and space in between where book pages will be attached. Use desktop publishing package to design the cover page as follow:

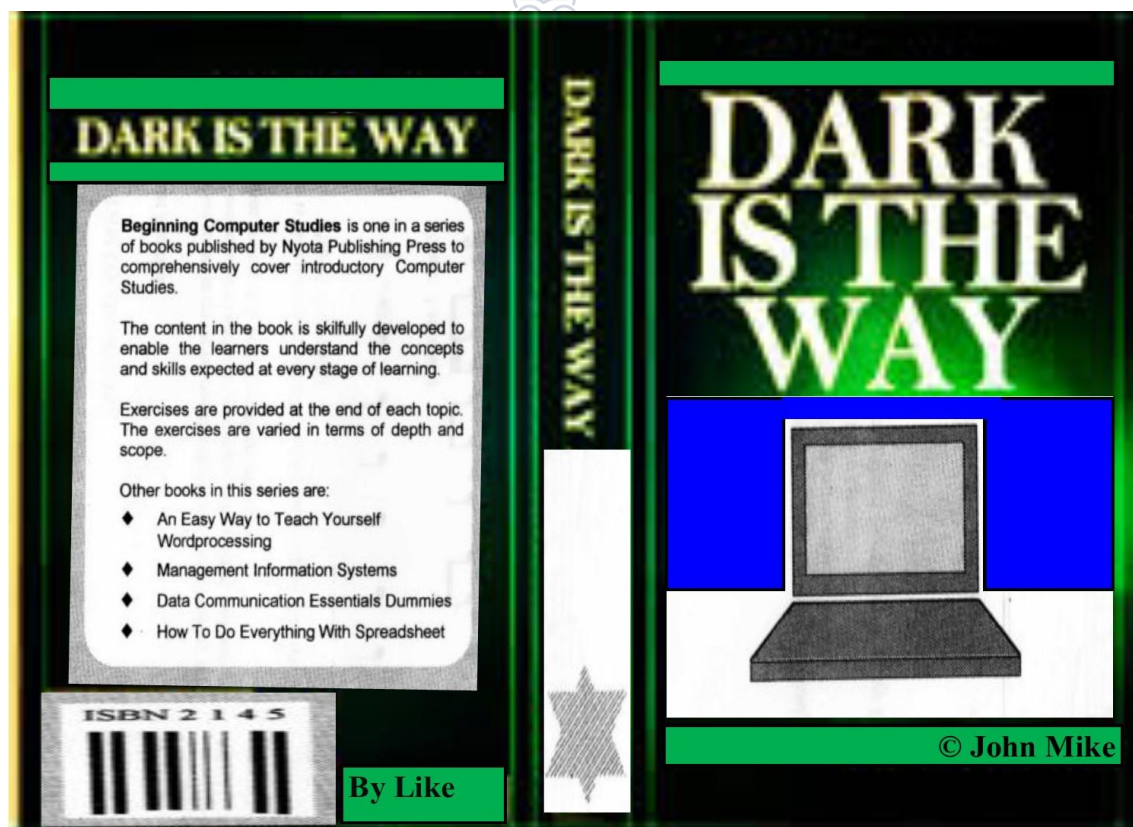
(a) Create a new publication named **BookCover** with the following page layout.

- i) Paper size: A4
- ii) Orientation: landscape
- iii) Margins: 3 cm or 1.18 inches all round. (4 marks)

(b) Enter the text and objects and format them as they appear in the Figure.

The front and back sections of the book cover each measures 18 cm (7.1 inches) by 12.5 cm (4.9 inches) and the space between them measures 1.7 cm (0.7 inches). (45 marks)

(c) Save and print the publication



THIS IS THE LAST PAGE