Name…………………………………………………….   **Index No…………………/…….**

School…………………………………………………   **Date …………………………..…**

Candidate's Signature……………………

451/2
COMPUTER STUDIES
PAPER 2
THEORY
Time: 2 ½ Hours

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

451/2
COMPUTER STUDIES
PAPER 2
THEORY
Time: 2 ½ Hours

INSTRUCTIONS TO CANDIDATES

- *Answer **All** questions*
- *All answers must be saved in your CD.*
- *Insert your **name** and **index number** as headers in all your documents*
- *Make a print out of the answers on the answer sheets provided*
- *Hand in the print outs and the CD.*

QUESTION ONE

(a)   Create a new database, save it on a removable storage medium and name it **school database**

(b)   Create a Table in the *school database* with the following   (3mks)

FIELD NAME	DATA TYPE	FIELD SIZE/FORMAT
ADM-NO	Text	10
Name	Text	15
Surname	Text	15
Tel - No	Number	Long Integer
Date of Birth	Date/time	Medium date
Fee – Paid	Currency	Currency
Foreigner	Yes/No	Yes/No

(c)   Make the "ADM_Number" Field as the Primary Key   (2mks)

(d)   Save the table as Student's Table   (2mks)

(e)   Open the "Students Table" and enter the following records   (3mks)

ADM - NO.	Name	Surname	Tel - No.	Date of Birth	Fee - paid	Foreigner
4567	John Maina	Muiru	55-67543	19/09/1990	25000	No
4576	Mary Nthenya	Mutua	44-23456	20/12/1991	27000	No
4398	Mark Okech	Otieno	22-65473	13/03/1992	20000	No
5678	Peter Rick	Ben	11-76742	15/06/1994	29000	Yes
4378	Joan Liz	Patel	13-89734	18/09/1990	26000	Yes
4897	Peter Amos	Ben	33-37482	17/04/1993	20000	Yes
4643	Muoka Muoki	Nzioki	44-45362	12/12/1991	23000	No

(f)   Insert the record given below as record 4   (2mks)

4120   Rabecca Kalewa   Ben   44-24242   13/10/1900   27000   No

(g)   Delete Mary Nthenya record from the database file   (2mks)

(h)   Sort the table in Ascending order by surname   (2mks)

(i)   Move the ***Date - of- Birth*** and ***Tel - No*** fields so that the ***Date - of- Birth*** field is now directly after the ***surname*** field   (4mks)

(j)   Change the field size of the ***Surname*** to 20   (lmk)

(k)   (i)   Create a Form with all fields on the Students Table   (2mks)
      (ii)   Name the form ***Students Entries***   (lmk)
      (iii) Insert unbound control named fee - Balance to show the fee balances of all students given the total fee is **35000** and Fee - balance = Total _Fee - Fee _Paid   (4mks)

(1)   Insert a picture in the form in way that all text is visible   (3mks)

(m)   (i)   Create a report based on the Student's Table showing the ***Fields Name, Surname*** and ***Tel No.*** (3mks)

      (ii)   Name the report Telephone list (1mk)

(n)   Insert a picture in the report Header (2mks)

(o)   (i)   Create query _1 showing all fields of those students whose surname is Ben (4mks)

      (ii)   Create query _2 showing all fields of those students born after 1991 (3mks)

      (iii)   Create query 3 showing only the Student's Name, Student's Surname and Student's Date of birth (3mks)

(p)   Print ***Students tables Entries form, Telephone list, query_1, query_2 and query_3.*** (3mks)

QUESTION TWO

Using DTP software, create the following document as it is. Save it as software in drive A. Print your publication. (50 marks)

COMPUTER SOFTWARE

System software
system software performs a variety of fundamental operations that avails computer resources or to help the user accomplish specific tasks.

Functions :-

1. Booting the computer and making sure that all elements of the hardware are working properly.

2. Perform operations such as retrieving, loading, executing and storing programs.

System Software can further be divided into :

Application software
Designed to help the user accomplish specific tasks.

Classification according to acquisition
+ **In-house developed programs**
+ **Standard software**
Advantages of standard software over the in-house developed programs

- They can be easily installed and run

- They are ready available for almost any task

- Since they are thoroughly tested before they are released , chances of errors in them are rare.

- They can be easily modified

- They are less expensive to acquire

Software	Uses	Examples
Word processor	Typing documents like letters.	Ms Word, Lotus, WordPro, WordStar.
Spreadsheets	Calculating budgets	Ms Excel, Lotus 123
DTP	Design Publications like Newspapers	Adobe Page Maker, Publisher
CAD	Technical Drawing	AutoCAD
Databases	Keeping records and files	Ms Access Dbase
Graphics Software	Creating & Manipulating pictures	Corel Draw, Adobe Photoshop

Factors to consider when selecting software

The following factors should be considered when selecting software:

Authenticity

This refers to genuineness , validity and or legitimacy of an item. Software should be accompanied by licenses and certificate of authenticity.

Compatibility and system configuration

Refers to the ability of the computer program to run the software depending on the system setup.

User friendliness

This is a measure of how easily the user can be able to operate the computer.

User needs determines the type of operating system and application programs that should be considered for application.