MOI HIGH SCHOOL KABARAK

TRAIL 1 2024

Kenya Certificate of Secondary Education

451/2 – COMPUTER STUDIES – Paper 2 (PRACTICAL) 2024 - 2 ½ hours

Name……**Adm No**……

Class…… **Date**……

Instructions to Candidates

(a) *Indicate your name and index number at the top right corner of each printout.*

(b) *Write your name and index number on the CD-RW storage medium provided*

(c) *Write the name and version of the software used for each question attempted in the answer sheet.*

(d) *Answer both questions*

(e) *All questions carry equal marks*

(f) *Passwords should not be used while saving in the CD-RW storage medium provided.*

(g) *All answers must be saved in your CD-RW storage medium provided*

(h) *Make a printout of the answers on the answer sheets provided.*

(i) *Arrange your printouts and staple them together.*

(j) *Hand in all the* ***printouts*** *and the CD- RW* ***storage medium*** *used.*

(k) ***This paper consists of 5 printed pages.***

(l) ***Candidates should check the question paper to ascertain that all the printed pages are printed as indicated and no questions are missing***.

QUESTION 1 - SPREADSHEET

A Company in Mombasa sells computer spare parts to its customers. The Company wishes to work out the pay details for its employees.

EMPLOYEE NAME	YEARS WORKED	BASIC PAY [KSHS]	DEPARTMENT	SALES [KSHS]	HOURS OF OVERTIME
RUKENYA KWENA	5	24,000	ADMIN	16,000	10
BILLY LUCAS	13	28,000	SALES	25,000	11
LILIAN OKOTH	7	17,000	MARKETING	22,000	12
EVANS ONDIEKI	11	18,000	SALES	12,000	15
GEOFFREY MUTUMA	15	26,000	ACCOUNTS	11,000	22
HUMPHREY LOKI	10	25,000	ADMIN	30,000	12
CEDRIC MUKUI	11	19,000	SALES	35,000	33
FREDRICK CHEGE	15	25,000	MARKETTING	14,000	14
OSMAN HUSSEIN	14	23,000	ADMIN	25,000	0
JEREMY NYAMU	18	27,000	ACCOUNT	14,000	7

(a) Using the information above, design a spreadsheet and enter the given data as it appears. Give it the title "COMPANY PAYMENTS". Save the workbook file as **COMPANY1** (14marks)

(b) (i) Copy the data into Sheet 2 and rename it as **COMPANY2** and use it to answer the questions that follow (2 marks)

(ii) Calculate the total sales and total mileage giving them an appropriate label (2marks)

(iii) Rotate the column headings to 45° (2 marks)

(iv) The employee's sales commission is calculated as 12% of the employee's sales. Input this commission rate in cell C20 and label it appropriately. Bold the label and change its font to size 16 (4marks)

(v) Insert a new column labeled **'Sales commission'** between 'sales' and 'hours of overtime'. (2marks)

(vi) Create a formulae to give the amount of sales commission for each employee by making references to sales commission cell. (3marks)

(c) (i) Convert the basic pay and sales to two decimal places. (2marks)

(ii) Use a function in a new column labeled REMARK to put the remark 'EXCELLENT' for only those employees whose sales is greater than 22,000, 'GOOD' those employees whose sales are between 15000 to 21999 otherwise the remark should be 'LOW SALES. (6marks)

(iii) Apply both outline and inside double line border to the worksheet portion with data (3marks)

(d) Overtime payment is done by multiplying 5% of sales with the hours worked. Use a formula to calculate the overtime pay for each of the employees in a new column labeled "OVERTIME PAY" (2marks)

(e) Use a function to compute the Total payment of each employee. It should be summation of Basic pay, Sales Commission and Overtime pay. Give it the heading TOTAL PAYMENT. Save the changes. (2marks)

(f) Use an appropriate subtotals function to show how much TOTAL PAYMENT the company gives to employees in each department (4marks)

(g) Print **COMPANY1, COMPANY2** and **all the formulas used in company2.** (3marks)

QUESTION 2 - DATABASES

Assuming that you have been approached by an automobile Showroom company to help manage their vehicles database whose details are given below:

(a) Create database named **Magari** (2marks)

Car Make	RegNo	Type	Year	Value	Owner ID	Owner Name
Toyota	KBD 949U	Coupe	2010	1,200,000	M0001	Faith N.
Nissan	KCT 149E	Wagon	2014	2,500,000	M0002	Jacob W.
Izuzu	KDD 977W	Troupe	2016	4,500,000	M0003	Dan C.
Toyota	KBA 241V	Troupe	2009	900,000	M0002	Jacob W.
Toyota	KBD 049X	Coupe	2010	1,150,000	M0004	Rachael R.
Nissan	KCV 518C	Saloon	2012	1,700,000	M0004	Rachel R.
Subaru	KCY 123Z	Saloon	2014	2,100,000	M0001	Faith N.

(b) Design two Tables named **Cars** and **Owners** to be used to hold the above data. Assign appropriate primary keys for each table. Prepare appropriate input masks to help validate both RegNo and Owner ID field entries (18marks)

(c) Create a relationship between the tables. (2marks)

(d) Create forms named "**CarDetails**" with a heading and "**OwnerDetails**". Use them to add car details and owner details records respectfully. (4marks)

(e) Insert the record below having the following respective details. (4marks)

Volkswagen	KCV 321D	Beatle	2012	1,325,000	0002	Jacob W.

(f) Add a column into the car table labeled "Date of Service", and add the following dates. Save the changes made. (4marks)

Date of Service	OwnerID
20/092021	M0001
21/10/2021	M0002
10/10/2021	M0003
11/10/2021	M0002
19/11/2021	M0004
21/10/2021	M0004
22/11/2021	M0001

(g) Create a query that retrieves a list of cars and their owners to be serviced on 21/10/2021 or on 22/11/2021. Name it **Service Query.** (5marks)

(h) Create a tabular report named **NumbOfCars** displaying the cars and their owners; indicating the number of cars each owner has; sort the records with Name in ascending order. (6marks)

(i) Create a report named **TotalValue Report** that computes and displays the total value of the cars owned by each owner. (5marks)

(j) Print

(i) The two tables

(ii) The query

(ii) The two reports

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