

NAME ..... DATE .....

INDEX NO. .... CANDIDATE'S SIGNATURE .....

SCHOOL:.....



# Atika School

Free Online Academy

## Kenya Certificate of Secondary Education

### COMPUTER STUDIES

#### Paper 2

2 ½ hours

#### Instructions to Candidates

1. Type your name and index number at the top right hand corner of each printout.
2. Sign and write the date of the examination below the name and index number on each printout.
3. Write your name and index number on the compact disks.
4. Write the name of your school and index number on each printout and compact disk.
5. Write the name and version of the software used for each question attempted in the answer sheet.
6. Passwords **should not be used** while saving in the compact disks.
7. Answer all the questions.
8. All questions carry equal marks.
9. All answers must be saved in your compact disks.
10. Make a printout of the answers on the answer sheets provided.
11. Hand in all the printouts and the compact disks.

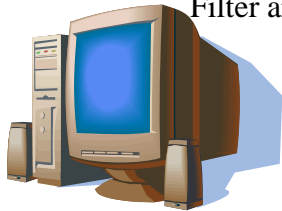
*This paper consists of 4 printed pages. Candidates should check the question paper to ensure that all the papers are printed as indicated and no questions are missing*

## **QUESTION 1**

1. Design a newspaper publication to appear as indicated in the next page using the following instructions.
  - (a) Launch the DTP package and set the preference measurements to centimeters and the document margins to 2 cm on all sides.  
(2 Marks)
  - (b) The heading 'FILTERED DATA DISPLAY' to have the following styles; (4 Marks)
    - Centred across the page
    - Font face: Arial black
    - Font size: 18
    - Background colour: yellow
  - (c) The text under the heading 'FILTERED DATA DISPLAY' to be in two columns and having the following styles:  
(16 Marks)
    - Font size: 12
    - First character of the paragraph to have a 3 line dropcap
    - Fully justified
  - (d) The other heading 'FEASIBILITY' in the publication to have the styles:
    - Font face: Arial narrow
    - Font size: 16
    - Text weight: Bold
    - Alignment: Centred across the page (5 Marks)
  - (e) The text under the heading 'Technical feasibility' to be in one column and having the following styles:  
(6 Marks)
    - Font size: 14
    - Fully justified
  - (f) Insert the pictures as shown in their position well (If your computer does not have the same, then you can insert any picture) (3 Marks)
  - (g) Design the advertisement in the position shown. (5 Marks)
  - (h) Design the TABLE in the position shown.(font size should be 12) (5 Marks)
  - (i) Insert the two lines of 4 and 0.75 points respectively in their positions. (3 Marks)
  - (j) Print the publication. (1 Mark)

## **FILTERED DATA DISPLAY**

Filtered data displays only the subset of data that meet the condition that you specify and hides data that you do not want displayed. Unlike filtering a cell range or table, you do not need to reapply a filter.



Filter are automatically reapplied every time the PivotTable is refreshed or updated. In the PivotTable or PivotChart report, filters are additive, which means that each additional filter is based on the current filter and further reduces the

### **P I V O T T a b l e**

subset of data. In a subset of data, you can create up to three types of filters at the same time: manual, label or date, and value, and they are evaluated in that order. You can control this behavior by selecting or clearing the **Allow multiple filters per field** check box in the **Display** tab of the **PivotTable Options**

#### **SPECIAL OFFER** **COMPUTER ON SALE!!**

Pentium V  
Duo 2.8 Ghz Intel,  
600Gb HDD, 3Gb  
Memory, keyboard, full multimedia

**45,000/=**

NAME	ADM.NO.	TOTAL MARKS
Odera	2098	456
John	5678	765
Peter	7812	985
Jane	5603	675
Mary	8201	563
Sammy	4523	783

### **FEASIBILITY**

**(i) *Technical feasibility***

This establishes whether the technology available is sufficient or can be upgraded for the new system. It also seeks to find out whether the staff members have relevant technical skills to develop and use the new system.

2. The tables below, **LEANER**, **MONITOR** and **MONITORING** are extracts of records kept in CARETAKER SECONDARY SCHOOL for marks monitoring.

**Table 1 LEANER'S TABLE**

Leaner's Number	Name	Gender	Student Fee Paid
K001	Peter	M	45000
K002	Mary	F	30400
K003	Melon	M	22100
K004	Titi	F	55000
K005	Tele	M	35000

**Table 2 MONITOR'S TABLE**

Monitor's Number	Name	Section
M220	Peter	Languages
M230	Mary	Humanities
M240	Melon	Mathematics
M250	Titi	Technical
M260	Tele	Sciences

**Table 3 MONITORING'S TABLE**

Monitoring Number	Monitoring Date	Leaner Number	Monitor Number	Subject Name
100	14/04/2016	K001	M220	ENGLISH
200	24/04/2016	K003	M230	KISWAHILI
300	16/04/2016	K004	M240	COMPUTER
400	05/04/2016	K001	M220	ENGLISH
500	16/04/2016	K002	M240	COMPUTER
600	14/04/2016	K004	M230	ENGLISH
700	13/04/2016	K002	M250	BIOLOGY
800	14/04/2016	K003	M220	ENGLISH
900	14/05/2016	K005	M250	BIOLOGY
1100	14/05/2016	K002	M250	BIOLOGY

- Using a database application software, create a database file named **MARKS** (1 Mark)
- Create three tables named **LEANER**, **MONITOR** and **MONITORING** as shown above. (9 Marks)
- Set the primary key for each table. (3 Marks)
- Create relationships among the tables. (2 Marks)
- Enter the data in the table **LEANER**, **MONITOR** and **MONITORING** as shown above. (9 Marks)
- Create a form for each table above. (3 Marks)
- Create a query named **FEES** to display Leaner's name, Gender, student fee balance per person, given that the total student fees is **Ksh.65,000**. (4 Marks)
- Create a query named **BELOW36000** to display Leanners' Names, Marks whose fee balance is below **Ksh.36000**. (4 Marks)
- Create a Report based on question (h) to display leaners' Name and balance. Save as **BALANCE REPORT**. (3 Marks)

- j) Create a report named MONITORING to display Leainers' Names, Marks Title, names of Monitor, and Monitoring Dates. Remember to Title the report as monitoring per teacher.  
(6 Marks)
- k) Print the following:
- **Tables:** LEANER, MONITOR and MONITORING (2 Marks)
  - **Queries:** FEES and BELOW36000 (2 Marks)
  - **REPORTS:** BALANCE and MONITORING (2 Marks)