

MANGU MOCK TRIAL 3

COMPUTER STUDIES

451/2

PAPER 2 (PRACTICAL)

TIME: 2½ HOURS

NAME.....

SCHOOL..... SIGN.....

INDEX NO..... ADM NO.....

Kenya Certificate of Secondary Education.

INSTRUCTIONS TO CANDIDATES

- a) Indicate your name and index number at the right hand corner of each printout
- b) Write your name and index number on the CD/removable storage medium provided
- c) Write the name and version of the software used for each question attempted in the answer sheet provided
- d) Answer all the questions
- e) All questions carry equal marks
- f) Passwords should not be used while saving in the CD/removable storage Medium
- g) Marked printout of the answers on the sheet
- h) Arrange your printouts and staple them together
- i) Hand in all the printouts and the CD/removable storage medium used
- j) All the work should be saved at the desktop of your computer in a folder named with our name and index number. All the work in your folder should be burned to the CD/WR provided

1. The Management of a company owning a chain of hotels intend to use a spreadsheet program to compute the revenues in thousands of Kenya Shillings for the hotels during the 1st, 2nd, 3rd and 4th quarters. The hotels are rated as 2 star, 3star, 4 star and 5 star. **Figure 1** below shows an extract of the worksheet.

HOTEL	STAR CATEGORY	1ST	2ND	3RD	4TH	TOTAL REVENUE		
City Inn	4	174,400	177,400	127,900	180,800			
Forkland	2	173,700	111,300	194,900	103,700			
Highway	4	182,900	136,300	143,900	144,600			
Hiltop	5	188,500	124,700	173,500	171,200			
Membley	5	187,800	118,700	115,900	195,500			
Voyager	3	139,100	178,400	109,600	179,700			
Eden	2	200,000	112,200	109,100	117,200			
Palm	4	169,800	163,000	173,000	148,300			
The Shaza	5	163,900	106,800	107,100	150,500			
Total Quaterly Revenue								
Administrative cost								
Percentage 30%								

(a) Open a spreadsheet program and create the worksheet extract as it appears in Figure 1.

Save the workbook as **Task 1**

(11 marks)

(b) Use a function and cell addresses to calculate:

(i) Total revenue for each quarter;

(2 mark)

(ii) Total revenue for each hotel.(2 marks)

(c) (i) Insert two rows above row I and type the title "MBALAMBALA GROCE HOTELS" in cell A1(2 marks)

(ii) Merge the cells in the range A1 I. **(1 mark)**

(iii) Apply bold and font size 15 to the title. (1 mark)

(d) Using cell addresses only, compute the administrative cost for each quarter given that the cost is a percentage of total revenue and the percentage rate IS In cell B18. (34)

(e) Apply thick outside borders and regular inside borders to cells in the range A3:

(f) (i) Copy all the contents of the current worksheet to a new worksheet. (2 marks)

(ii)Rename the old worksheet as original and the new worksheet as formatted

(2 marks)

- (g) (i) Change the page layout orientation of the formatted worksheet to landscape and the page size scaled to 80%. (2 marks)
- (ii) Enter the values 2, 3, 4 and 5 in the cell range B20: B23 respectively representing the hotel star category ratings. (1 mark)
- (iii) Using a function and cell references:
I compute the total revenue for each hotel references;
- II compute the total revenue for each hotel category in the 1st quarter using reference values in the range B20: B23 in cells C20: C23. (5 marks)
- (iv) Sort the revenues from the hotels in descending order of hotels. (2 marks)
- (h) (i) Create a column chart that compares the revenues of the hotels in star category 4 for the 1st and 2nd quarter. (4 marks)
- (ii) Format the chart created as follows:
- I. Chart title "FIRST AND SECOND QUARTER REVENUES" (2 marks)
- II. Move the chart to a new sheet and rename the sheet as FourStar Revenues. (2 marks)
- (i) Save the changes and print later each of the following:
- (i) original worksheet showing the column and row headings; (2 marks)
- (ii) formatted worksheet; (1 mark)
- (iii) FourStar Revenues chart. (1 mark)
2. Popo City planners intend to use a Desktop Publishing program to draw a plan for a section of a city. Assume you have been given the task.
- (a) (i) Open a desktop publishing program and set the page layout orientation to portrait and paper size to A4. (2 marks)
- (ii) Save the publication as Task 2 (1 mark)
- (b) Create the city plan as it appears In Figure 2 ensuring that the design covers the entire printable area of the page. (46 marks)
- (c) Save the changes and print the publication later. (1 mark)

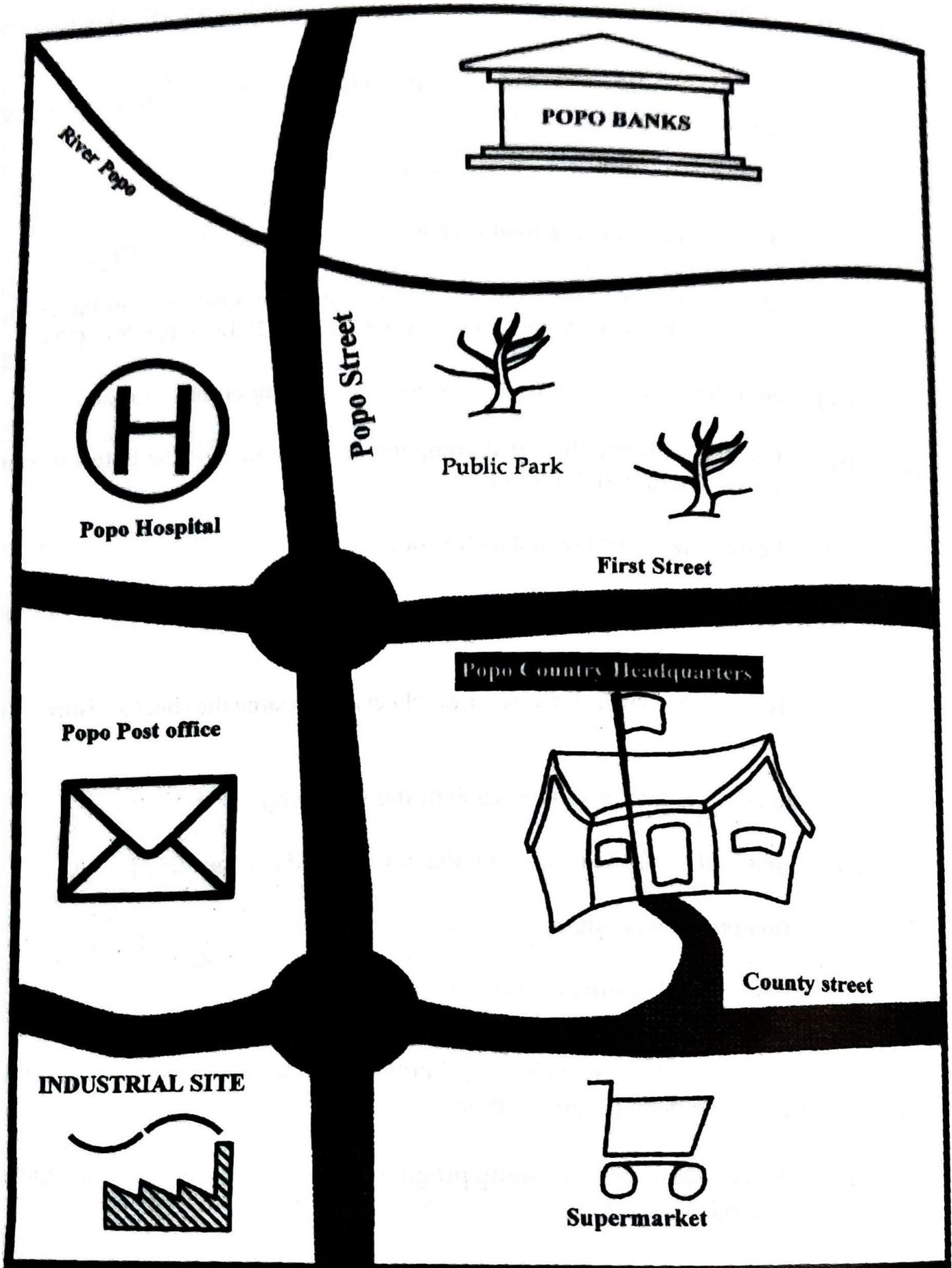


Figure 2