GOLDLITE ONLINE SUPPLIES

KCSE NATIONAL SCHOOLS TRIALS AND JOINT SERIES 2025

COMPUTER PAPER 2

KABARAK HIGH
ALLIANCE BOYS
ALLIANCE GIRLS
ASUMBI GIRLS
KISII SCHOOL
KENYA HIGH
MANGU SCHOOL
MARANDA SCHOOL
MASENO SCHOOL
MERU SCHOOL
STAREHE GIRLS
STAREHE BOYS
LENANA SCHOOL
MOI GIRLS ELDORET
NAIROBI SCHOOL
FRIENDS SCHOOL KAMUSINGA
KABIANGA SCHOOL

These exams have been compiled from recently done national schools' trials and joint series

KNEC COMPLIANT

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
Candidate's Signature……**Date**……

MOI KABARAK HIGH SCHOOL TRIAL EXAMS

451/1
COMPUTER STUDIES
PAPER 1

INSTRUCTIONS TO CANDIDATES:

1. Write your Name, Admission Number, and Class in the spaces provided above.
2. Sign and write the date of the examination in the spaces provided
3. Write your name and index number on the flash disk
4. Write the name and version of the software used for each question attempted in the answer sheet
5. Passwords should not be used while saving your work
6. Answer all the questions

MARKING RUBRIC

SECTION	MAXIMUM MARKS	MARKS SCORED
Question 1	50	
Question 2	50	
TOTAL	100	

Question 1

a) (i) Create a **Folder** and name it **Mokasa2025** (1 Mark)

(ii) Using a word processor create the document below as it appears and save it **MKS file**. (13 Marks)

Electronic Data Management System

Electronic files are used to store and organize data for ease of access and retrieval using a computer program. The two main types of electronic filing methods used are flat file and database systems.

Flat file system

Data is arranged in records and fields and there is no relationship between the records. Each line of text holds one record, with fields being determined by the columns. A good exemple of flat file is the type of database created in spreadsheets.

Database systems

A shared collection of logically related data designed to meet the information needs of an organization. This is made possible by special programs called Database Managment Systems (DBMS). DBMS are applications programs designed to create and manage databases on computers such as Ms Access, SQL server, Oracle, FoxPro, Dbase IV, MySQL.

Main functions of DBMS software

- ✓ Allowing authorized users to add or delete records.
- ✓ Allowing users to update or modify existing records.
- ✓ Organizing files and records for ease of access, retrieval and sharing.
- ✓ Creating an interface between database files and other application programs.
- ✓ Ensuring security and integrity of data by safeguarding it against unauthorized access and modification.

iii) Apply the following modifications and page settings to the document above.

Set the page as follows: (4 Marks)

- Paper size: A4
- Measurements: centimeters.
- Margins: 1.5 cm all round
- Font type: Segoe UI

(b) Spell check the document. (2 Marks)

(c) Apply the following formats in the newly created document.

(i) Apply **hanging Indent** to the second paragraph starting with "**Data is arranged in record "**by 0.6 cm". (2 Marks)

(ii) Convert the text from the third paragraph starting with "**A shared collection"** into four columns of the same width and height and a line between. (3 Marks)

(iii) Change the line spacing in paragraph four under the title **Main functions to** 3.5. (1 Mark)

(d) Format the subtitle "**Flat file system**" as follows: (2 Marks)

- ➢ Apply word art **gradient fill-blue accent 1, reflection**
- ➢ Apply **pattern fill 25%** to the word art shape

(e) Apply the following format to the entire document;

i. Insert watermark with your **first name**, font size 26, running horizontally from left to right. Apply orange accent 2, 50% darker color. (4 Marks)

ii. Insert page numbering at the bottom left , use format type *triangle 1*. (1 Mark)

iii. Insert the name of your school as the header aligned to the center. (2 Marks)

iv. Replace the word **SQL** with the word **Standard Query Language** (1 Mark)

v. Insert an e**ndnote** to state what the initials **DBMS** stands for in the document. (2 Marks)

vi. Insert a page border with the following specifications to the first page only. (2 Marks)

- ➢ Setting – Box
- ➢ Style – Dotted
- ➢ Colour – Red
- ➢ Width – $\frac{3}{2}$ points

(f) Insert a page break at the end of the document created such that the new section below starts on a new page. (1 Mark)

(g) The table below shows various trends in Market dominance for the products listed A, B, C, D and E between the year 2023 and 2025 in percentage. Create the table below in the new section and answer the questions below.

PRODUCT	**Year 2023**	**Year 2024**	**Year 2025**
A	60.48	90.90	92.67
B	18.49	89.00	87.00
C	6.70	17.89	33.00
D	5.00	11.09	65.00
E	10.20	18.90	47.89

i. Insert a clustered column chart in the new section to represent the information shown in the table. Rename the title of the chart as "**Market Dominance".** (3 Marks)

ii. Indent the table by **3.2"** to the left-hand side (1 Mark)

iii. Apply a grey background of type **Grid Table 4** style to the area created in (I) above. (1 Mark)

iv. Insert the caption "***trends in Market dominance 2023-2025*".** (1 Mark)

v. Save the document as **MKSChart** (1 Mark)

vi. Print **MKSchart** on both sides (1 Mark)

Question 2

2. Table1 and table 2 are extracts of records kept by a MOKASA school of students joining form one on a scholarship programme in MOKASA County.

(a) (i) Using a database application package, create a database file named **BURSARY. (1 mark)**

(ii) Create three tables: **STUDENT** and **FEE PAYMENT** table in the database file created above using the given data types and field properties in the respective tables. (12 marks

STUDENTS TABLE

Field name	*Data types and properties*
Student Number	Text (Size = 8, Required = Yes)
Student Names	Text (Size = 25)
Gender	Text (Look up values, Male, Female)
Date Of Birth	Date and time, Format = Short Date)
Class	Text (Size = 2) Look up values, 1N, 1S, 1W,1R
Primary School Name	Text (Size = 30)

FEE PAYMENT TABLE

Field name	*Data types and properties*
Payment ID	Text (Size = 8, Required = Yes)
Payment Date	Date and time, Format = Medium Date)
Student Number	Text (Size = 8
Sponsor ID	Text (Size = 8)
Scholarship Type	Text (Size = 15, Required = Yes)
Sponsor Name	Text (Size = 25

(iii) Set the primary key for each table. (2 marks)

(b) Create the relationships among the tables and enforce referential integrity. (2 marks)

(c) Enter the data in their respective tables below. (12 marks)

STUDENT TABLE

Student Number	Student Name	Gender	Date of Birth	Class	Primary School
St-120	John Mulika	Female	14/08/2002	1N	Mema
St-121	Silas Maru	Male	04/03/2003	IS	Lawina
St-122	James Wasike	Male	24/08/2005	1W	Freetown
St-123	Lena Abdi	Female	19/05/2004	1R	Township

FEE PAYMENT TABLE

Payment ID	Payment Dates	Student Number	Scholarship Type	Sponsor Name
100	7th March 2024	St-120	Full	CDF
200	18th March 2024	St-123	Quarter	COUNTY
300	23rd March 2024	St-121	Partial	CDF
400	7th March 2024	St-120	Full	NGAAF
500	17th March 2024	St-121	Partial	COUNTY
600	7th March 2024	St-122	Full	KCB
700	7th March 2024	St-123	Quarter	NGAAF
800	27th March 2024	St-121	Partial	COUNTY
900	7th March 2024	St-122	Full	KCB
1000	21st March 2024	St-123	Partial	NGAAF

(d)Modify the Fee Payment Table so as to capture the amount of money received by the school from respective sponsors on different dates for each student. (4 marks)

Sponsor Name	Amount Per Sponsor
KCB	38000.00
COUNTY	30000.00
CDF	25500.00
NGAAF	20300.00

(e) Create a query to display each of the following:

(i) Student Number, Student name, class, primary school, gender, sponsorand Date of Birth. (2 marks)

I. compute the students age. (1 mark)

II. Save query as **STD AGE** (1 mark)

(ii) Student name, primary school, gender, amount paid per sponsor, Payment Dates, sponsor Name and scholarship type. (2 marks)

I. Compute total amount of money the school received . (1 mark)

II. Save query as **SPONSOR AMT**. (1 mark)

(iii) Student name, primary school, gender, sponsor, amount per sponsor, Payment Dates and scholarship type. (2 marks)

I. Show list of students sponsored by **NGAAF** only. (1 mark)

II. Save query as **NGAAF.** (1 mark)

(f) Using **SPONSOR AMT** query, in (d)(ii) above. (2 marks)

(i) Group records per sponsor. (1 mark)

(ii) Title the report as "**BURSARY 2024 REPORT**". (1 mark)

(iii)Save the report as **SPONSOR REPORT.** (1 mark)

(g) Print the following: (3 marks)

- Table: **STUDENT TABLE** and **FEE PAYMENT TABLE**

- Query: **STD AGE** and **NGAAF**
- Report: **SPONSOR REPORT**.

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

KABIANGA SCHOOL MOCK EXAM

451/ 2 - Computer Paper -2

Time 2 hours

Name …… Index Number……..

Candidate's Signature ……..…….. Date ……

INSTRUCTION TO CANDIDATES.

1. Write your name and index number at the top right hand corner of each printout.
2. Write your name and index number on the diskette/Removable media.
3. Write the name and version of the software used for each question attempted in the answer sheet.
4. Answer all the questions.
5. All questions carry equal marks.
6. Passwords should not be used while saving in the diskette/Removable media.
7. All answers must be saved in your diskette/Removable media.
8. Make a printout of the answers on the answer sheets provided.
9. Arrange your printouts and tie/staple them together.
10. Hand in all the printouts and the diskette/Removable media.

TURN OVER

1 a) using a **Word Processor**, type the document as it appears and save it as **BiogasMain** (27marks)

BIOGAS PLANT

1.0 Domestic biogas presentation

1.1 Value chain

1.1.1 General presentation

iogas is a gas produced through the digestion of organic materials in anaerobic conditions by specific bacteria, called methanogenic bacteria, or methanogens

Biogas is mainly composed of methane (CH_4), and is thus a flammable gas. It can therefore be used as a fuel Bfor heating, cooking and lighting. Biogas can also be used to feed engines to produce electricity. For information, the following table compares the equivalence between biogas and other possible fuels in terms of heating value:

Fuel	Unit	Value
Charcoal	[kg/Sm^3 of biogas]	0.7
Firewood	[kg/Sm^3 of biogas]	1.3
Gasoline	[liter/Sm^3 of biogas]	0.75

2.0 Potential impacts

The dissemination of biogas plants has various environmental, social and economic benefits.

2.1 Environmental impacts

- Reduction of the biomass resource depletion
- Reduction of Green House Gases (GHG) emissions

2.2 Social Impacts

- Biogas plants help improve beneficiaries' quality of life by reducing the workload usually required for typical tasks such as firewood collection and fire tending.
- Improved gender equality
  Women can spend more time on other activities and on education, hence a reduction of gender disparities.
- Health and sanitation
  Bio-digesters reduce the pathogen content of organic materials.
- Education
  The installation of a biogas lamp can enable children to study later in the evening**.**

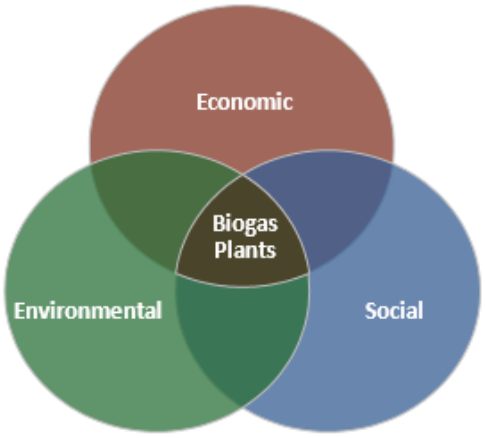


Figure 1 Domestic biogas plants: a triple win

2.3 Economic impacts

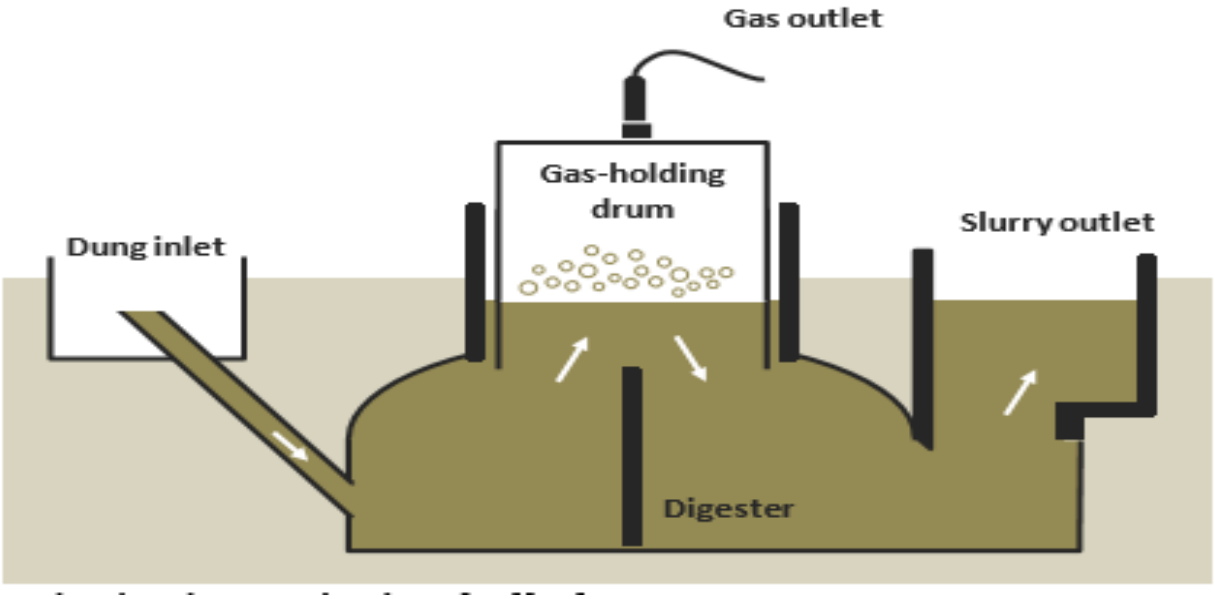
- Economic impacts for beneficiaries
  By displacing the use of firewood or charcoal, biogas can help to reduce households' energy expenses**.**

3.0 Technologies

3.1 Possible technologies for domestic biogas

The most common technologies for domestic biogas – biogas production at a household scale – are:

- Plastic Tube Digester or Polyethylene Tube Digester (PTD):
- Plastic tank digester:
- Technologies based on the Fixed Dome model:
- Floating drum digester:



Floating drum technology [11][12]

b) i) Use a function to calculate sum of the fuel value in the table (2marks)

ii) Create a pie chart showing Fuel values below the table. Insert an appropriate title.(5marks)

c) Insert the following

i) Page number at the bottom center of page (1mark)

ii)"Biogas Technology is Eco-friendly" as a footer (1mark)

ii) Your index number, name and school as a header (1mark)

d) Using the marked Headings (1.0….etc) insert TableOf Content (TOC) after the header "BIOGAS PLANT" (5marks)

e) i) Insert "**Biogas Production System"** as Diagonal semitransparent watermark(3marks)
ii) Insert Art page border of your choice around the First Page Only (3marks)

f) Print Biogas Main (1marks)

2. Consider the three tables below extracted from a school database Management Information System

Students table

NO	ADM NO	FIRST NAME	LAST NAME	CLASS	TERM TWO FEES
1	1010	Thomas	Onyango	2A	KSHS17,000.00
2	1011	Hillary	Joel	2C	KSHS17,000.00
3	1012	Steve	Njoroge	2B	KSHS17,000.00
4	1013	Titus	Mutua	2A	KSHS17,000.00
5	1014	Paul	Lema	2B	KSHS17,000.00
6	1025	Ben	Okoth	2C	KSHS17,000.00

MS TABLE

SERIAL NO	ADM NO	ENG	KISW	MAT	BIO	CHEM	PHY	HIST	GEO	AGRI	COMP	BSN
1	1012	81	65	42	89	52		86			80	
2	1010	56	35	46	74	75	62	38				
3	1025	76	91	72		48	59	88				81
4	1011	64	39	46		86	67	37	88			
5	1013	75	72	68	56	85			54	78		
6	1014	86	83	70	86		43	90			67	

ACCOUNTS TABLE

RECEIPT NO	ADMNO	FEES PAID
1	1025	KSH10,000.00
2	1010	KSH17,000.00
3	1011	KSH2,500.00
4	1012	KSH5,800.00
5	1013	KSH14,000.00
6	1014	KSH1,500.00

(a) Create a database to contain the data and save it as **information system** **(2mks)**
(b) Design the above tables structures with the appropriate primary keys **(4mrks)**
(c) Link the tables and enforce referential integrity **(4marks)**
(d) Design **forms** for each of e above tables created **(6 marks)**
(e) Use the respective forms you have created in (c) above enter the data in those tables **(9 marks)**
(f) Create a query with a new field called**"Total marks"** that add marks for all subjects in exams table. The query should display the following: ADMNO, FIRSTNAME,

LASTNAME, CLASS, ENG, KISW, MATHS, BIO, CHEM, PY, EO, AGRI, COMP, BSN and TOTAL MARKS. Save the query as **"Total MarksQ"**

(9 marks)

(g) Create a query with a new field called **"Fees Balance"** that displays the fees balance from a calculation. This query should display the following: ADM NO, FIRSTNAME, LASTNAME, CLASS, TOTAL FEES, FEES PAID and FEES BALANCE for ONLY students who have **fees balance greater than Kshs. 8000 and come from 2B,** save it as "QFEES BAL" **(6 marks)**

(h) Get the **variance of Eng, Std Deviation of Kisw** and **Maximum for Math** on the "**Total MarksQ"** in (f) above **(3 marks)**

(i) Using the query **"Total MarksQ"**in **(f)** above, create a **report** with the following properties:

- ❖ Layout : Tabular
- ❖ Orientation: Landscape
- ❖ Style: Opulent

Save the report as **"RTotalMarksQ"** **(4 marks)**

(j) Print:

- ➢ **Exams table** and **"QFEESBAL"** on both sides of the page **(2 marks)**
- ➢ Query **"Total MarksQ"** in landscape **(1 mark)**

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Name …… **Admission number** ……
Candidate's Signature……**Date**……

ALLIANCE BOYS HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

INSTRUCTIONS TO CANDIDATES

a) Indicate your name,admission number and stream at the top right of each printout.

b) Write your name and admission number on the CD-R OR CD-RW

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

d) Passwords should not be used while saving in the storage medium.

e) Answer all the questions.

f) All questions carry equal marks

g) All answers must be saved in your storage medium

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

i) *Hand all the printouts and the storage medium.*

QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

Question 1.

(a) (i) Enter the data as it appears in a spreadsheet. And save it as **MSouth** (13mks)

	A	B	C	D	E	F	G	H	I
1	NAME	ADDRESS	TOWN	comp	Math	Eng	MEAN	POSITION	REMARK
2	Wayne Juma	2345	Meru	45	59	45			
3	Peter Gituma	3497	Nakuru	67	50	65			
4	Joyce mumbi	45267	Bomet	23	60	35			
5	Maina Grace	4272	Bungoma	45	80	67			
6	Atieno Rebbeca	8127	Embu	67	70	87			
7	Abdi Hussein	4556	ISIOLO	82	30	45			
8	Kimani Hansmark	0918	Marsabit	34	40	97			
9	Achieng Mary	1456	Nyandarua	29	50	34			

(ii) Insert two blank rows at the top of the worksheet. (1 mark)

(iii) Enter the following title and subtitle in the blank rows respectively; **JOB RECUIRTMENT FILE** and **APPLICANTS DETAILS** Respectively. (3marks)

(iv) Centre the title and subtitle across the columns that contain data. (2marks)

Using functions, compute:

(i) The mean for each Applicant and format it to 2 decimal places. (3marks)

(ii) The position of each Applicant. (3marks)

(i) The highest and lowest score for Abdi Hussein, enter the answers in L3 and M3 respectively (3marks)

(b) The teacher wishes to analyze the applicants' data in order to find those applicants who qualify for recruitment. Successful candidates MUST meet the following minimum requirements;

i. Must have scored a mean of 40 marks and above;
ii. Must have scored 60 marks and above in Computer;
iii. Must have scored 50 marks and above in Mathematics.

Use the above criteria to remark If the applicants qualify, the function should display 'Successful'. Otherwise it should display 'Unsuccessful'. (5marks)

(c) Using a function find the number of applicants who are successful. (2marks)

(d) Copy the entire worksheet to sheet 2 and rename it as Successful Applicants. (2marks)

(e) Filter the 'Successful Applicants' sheet to display the records of those applicants who are successful. (2marks)

(f) In a new worksheet Create a bar chart to compare the performance of mathematics and computer for all applicants and rename the sheet as **COMP/MATH** **(**4marks)

(i) Insert SUBJECT **PERFORMANCE** as the heading of the chart (2 mark)

(ii) Assign the appropriate LEGENDS to the chart (1 mars)

(ii) Name the axis appropriately (2 marks)

(g) Print: (2 marks)

I. **MSouth**;

II. Successful Applicants Sheet;

QUESTION 2

You are required to design an advert for ***Trendy Fashion Company*** using Microsoft Publisher as shown on the next page. Save it as **Fashion**. **[46 Marks]**

a) Set margins of 1.0 cm all-round, **size**: A4 size, **Orientation**: Portrait. **[2 Marks]**
b) Set character spacing to **Very Loose** for the title" Dress for success." **[1 Mark]**
c) Print the Publication. **[1 Mark]**

SALE Of *Office* WEAR

DRESS FOR SUCCESS

What women should wear

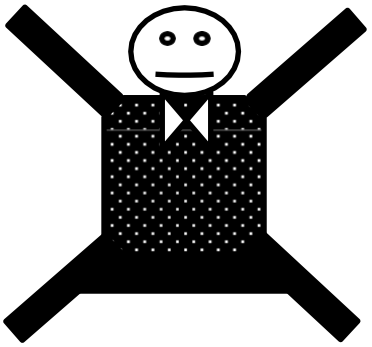
- One colour business suit – navy, grey, etc
- Coordinated blouse
- Moderate shoes
- Limited jewellery Portfolio or briefcase

Sales Dates

10th—15th DECEMBER 2018

What men should wear

- One colour business suit – navy, grey, etc
- White long sleeved shirt
- Moderate tie Dark socks, professional shoes
- No jewellery Neat, professional hairstyle
- Portfolio or briefcase



Questions you can ask a tailor:

1. "Can I see some clothes you have recently made?"
2. "Will the proposed style, cut and cloth meet my practical needs?"
3. Does this commission seem like a good idea?

It really does make a difference how you dress and act at interview. In the business world appearances matter.

In other environments it isn't as important. Business dress is often very formal – suits, shirts, subdued colours with discreet jewellery are the accepted convention.

High fashion, bright colours, flamboyant dress, etc would be unacceptable in most companies, unless fashion and the production ofclothes is the main aim of the business! However, it does make sense to dress your best for the interview, regardless of the dress code of the company. If you're in doubt about how to dress for an interview, it is best to be safe

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Name ……**Admission number** ……
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ALLIANCE GIRLS HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

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QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

1. a) Chwele holding company limited contacted you to help them analyze their sales and expenses in the first two quarters of the year. The details used in calculating expenses incurred during the two quarters of the year are shown in the table below. Use a spreadsheet package to enter details, and save your work as Expenses 1.

(10 marks)

	A	B	C	D	E	F	G
1	**CHWELE HOLDINGS COMPANY LIMITED**						
2	**P.O BOX 236 KITUI**						
3		**First Quarter**			**Second Quarter**		
4		**January**	**February**	**March**	**April**	**May**	**June**
5	Production cost	15642	14687	18741	19457	15412	15441
6	Transportation	1564	1469	1874	1946	1541	1544
7	Warehousing	1125	1056	1347	1398	1107	1109
8	Promotion	2564	2407	3071	3188	2525	2530
9	Salary	4525	4248	5420	5626	4456	4465

b) i) Copy the details of Chwele holding company limited to sheet 2 of your worksheet. (2 marks)

ii) Add a column called "Total" and calculate the Total production cost for the two Quarters. (4 marks)

iii) Calculate the total for the other expenses. (4 marks)

c) i) Enter the label "Total Expenses" in cell A10. Calculate the total expenses for each month. (4 marks)

ii) On the paper provided write the formula used to calculate the expenses for the month of April. (2 marks)

d) i) In cell H10, calculate the cumulative total expenses for the two quarters in cell H10. (4 marks)

ii) Write the formula used to get the cumulative total on the paper provided.(2 marks)

iii) Type the label "Percentage Expenses in cell A11. Use absolute cell absolute cell reference to calculate the percentage of total expenses for the respective months.

(4 marks)

iv) Write down the formulae used to get the percentage expenses for the month of May. (2 marks)

v) Insert a line graph of the total expenses for the six months. Appropriately label your graph by adding legends and titles. (8 marks)

vi) Save your work as Expenses 2. (2 marks)

vii) Print Expenses 1 and Expenses 2. (2 marks)

2. Chwele Training College offers three courses to students. A student sits for three exams every semester, each exam marked out of 100. The students must have been enrolled first. The following is sample data collected from the college database.

Courses

Course	**Course description**	**Tuition fees**
D –SECT	Secretarial Diploma	Kshs. 15,000
D – INT	Diploma in IT	Kshs 18,000
D - ACCT	Diploma in Accounting	Kshs 16,500

Student's enrollment

Students	**St name**	**Sex**	**Date enrolled**	**Course Code**
SECT -01	Margaret Kanini	Female	12/05/2011	D – SECT
INT -03	Alex Mwangangi	Male	16/05/2011	**D – INT**
ACCT -04	Joseph Syengo	Male	18/05/2011	**D – ACCT**
SECT -06	Nthenya Muli	female	17/05/2011	**D-SECT**

Exams offered

Exam code	**Ex name**
01	**Opener**
02	**Midterm**
03	**end term**

Exam performance

Exam record	**Student ID**	**Exam code**	**Semester**	**score**

no				
1	SECT -01	01	2	75
2	INT -03	02	2	80
3	ACCT -04	01	2	65
4	SECT -01	02	2	70
5	ACCT -04	02	2	60
6	INT -03	01	2	68
7	SECT-01	03	2	78
8	INT -03	03	2	74
9	ACCT-04	03	2	66

NB:-A course can be enrolled by many students and a student can do many exams. One exam can also be done by many students as shown in exam performance table.

Required

a) Create a database file called **Chwele College** and save it. (2 marks)

b) Create a table structure for each of the four tables, setting most appropriate field as the primary key and choosing the most appropriate data type for each field. (12 marks)

c) Relate the four tables as required to have one to many relationships. (4 marks)

d) Create a data entry form for each table. (8 marks)

e) Using the forms, populate the tables with the records. (8 marks)

f) Query the tables to show Stname, Course decsription, Exname,Exrecordno and score for all students who scored greater than 70. Save the query as high score. (5 marks)

g) Create a grouped report that displays every student's details and his or her exam performance as follows;

Student details – Stname, Student ID, Course description.

Exam performance – Exname, Score, Average score.

Save the report as performance report. (5 marks)

h) Print Exam performance table in landscape, high score query in portrait and performance report in portrait orientation. (6 marks)

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KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
Candidate's Signature……**Date**……

BAHATI GIRLS HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

INSTRUCTIONS TO CANDIDATES

a) Indicate your name,admission number and stream at the top right of each printout.

b) Write your name and admission number on the CD-R OR CD-RW

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

d) Passwords should not be used while saving in the storage medium.

e) Answer all the questions.

f) All questions carry equal marks

g) All answers must be saved in your storage medium

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

i) *Hand all the printouts and the storage medium.*

QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

Question 1

Mobility Tax service limited is a company that deals with taxis service within KASSU city. Drivers are paid commission based on number of trips and kilometres covered. The company manager has requested you to assist develop a database to store the details of their drivers.

a) Open a database program and create a database named **Mobility**. [1mark]

b) Create two tables named **CarDetails** and **DriverDetails** from the following details. [12marks]

Field Name	**Data Type and Properties**
Trips	Number (size 2)
Reg_No	Text (size12)
Car_Type	Text (size 25)
Emp_No	Text (size 12)
Phone	Number (Format the number to start with 0)
Distance	Number
Charges	Currency (format=Kshs, decimal Places=2)
Name	Text (size 25)
Male	Yes/No

c) Create appropriate relationships among the tables and enforce referential integrity. [3marks]

d) Create a form for CarDetails table and add a Subform for the DriverDetails table. save the form as **DataEntry** [8marks]

Trips (per day)	**Reg_No**	**Car_Type**	**Emp_No**	**Phone**	**Distance (km)**	**Charges (Per km)**	**Name**	**Male**
15	KCY 128K	Sedan	M-001	0722563980	25	Kshs 120	Carlos Didi	Yes
11	KDA 122G	S. wagon	M-002	0112135369	26	Kshs 135	Virginia liams	No
15	KCQ 611M	Van	M-003	0117236895	30	Kshs 150	Eunice Glen	No
16	KDB 231H	USV	M-004	0723568974	25	Kshs 150	David Kibara	Yes
13	KDC 158C	Electric	M-005	0893124569	15	Kshs 100	Emily Ngetich	No
12	KDG 154G	Hybrid	M-006	0714895647	36	Kshs 120	Benard koech	Yes
10	KDH 317J	S. wagon	M-008	0721458697	23	Kshs 135	Eliud Mwango	Yes
13	KCZ 692Z	Van	M-009	0110569832	25	Kshs 150	Claire Simon	No
13	KDM 362T	USV	M-010	0123698754	23	Kshs 150	Casey Mwanzo	Yes
14	KDA 212K	Hybrid	M-012	0115698725	36	Kshs 120	Ivy Richards	No

e) Enter the above data using the forms created in (d) above [10marks]

f) Create a query to display *EmpNo*, *Name*, Car_*Type* and *Male* for Female drivers whos names contain letter "i". Save the query as Qry_Female. [3marks]

g) Create query to calculate commission earned by each driver given that a driver earns 20% of the total amount charged by a vehicle. Save query as Qry_Comm. [5marks]

h) Create a report based on Car_Type showing total distance covered. Save report as CarType [4marks]

i) Print:
   i) CarDetails and DriverDetails tables [2marks]
   ii) Qry_Comm query [1mark]
   iii) CarType report [1mark]

Question 2

Design a publication to appear as indicated above using the following instructions.

(a) Launch the DTP package and set the page designs as; (2 marks)
   i. Layout landscape
   ii. Measurements to centimeters
   iii. Margins 2cm on all sides.

(b) Save the publication as **kassucity**. (1 marks)

(c) All text font styles are Calibri, Font size 20 <u>unless otherwise stated</u>
(29 marks)

(d) Frame border (4 marks)
   i. Size height 17cm by width 24cm
   ii. Fill colour light green, tint 50%
   iii. Line/stroke light blue
   iv. Weight 3pt

(e) The main heading to have the following styles; (4 marks)
   i. Text centered
   ii. Font Bodoni MT black
   iii. Font size 36
   iv. Background 2cm by 20 cm

(f) Second heading (2 marks)
   i. Font style bookman old style
   ii. Font size 26

(g) Side heading (2 marks)
   i. Background 1cm by 15cm

ii. Font style Calibri

(h) Third heading (1 mark)

i. Font style Arial black

(i) Star (1 mark)

i. rotation 320 degrees

(j) Packages (3 marks)

i. rotation 320 degrees

ii. Font style Arial narrow

iii. Stroke weight 1pt

(k) Contact (1 mark)

i. Font style Arial black

(l) Print the publication (1 mark)

(50 marks)

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KENYA HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

INSTRUCTIONS TO CANDIDATES

a) Indicate your name,admission number and stream at the top right of each printout.

b) Write your name and admission number on the CD-R OR CD-RW

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

d) Passwords should not be used while saving in the storage medium.

e) Answer all the questions.

f) All questions carry equal marks

g) All answers must be saved in your storage medium

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

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QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

QUESTION 1

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
(1 mark)

(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)

2. i) Open a desktop publishing program and set the page layout in inches as follows. (5marks)

a) Paper size : 2.6" width by 3.2" height

b) Portrait: orientation

c) Margins: 0.25" all round

d) Layout type : multiple pages per sheet

e) Target paper size; A4

ii) Designs the card as it appears ensuring that the card covers all the space in the page. (42marks)

iii) Save the publication as Anniversary Card (1mark)

iv) Print out 8 copies of the card on a single A4 page (2marks)

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KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
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KISII SCHOOL TRIAL EXAMS

451/2
COMPUTER STUDIES
PAPER 2

INSTRUCTIONS TO CANDIDATES

- Write your name and index number at the top right hand corner of each print out.
- Write your name and index number on the storage medium provided.
- Write the name and version of software used for each question attempted.
- Passwords **should not** be used while saving in your work.
- This paper consists of **two** questions
- Answer **all** the **questions.**
- All questions carry equal **marks**.
- All answers **must** be saved in your storage medium
- Hand in all the print outs and the storage medium
- This paper consists of **4** printed pages
- Candidates should check to ensure that all pages are printed as indicated and no questions are missing.

1. a) Kibos holding company limited has given you the details below to be used in calculating expenses incurred during two quarters of the year as indicated. Use a spreadsheet package to enter the details, and save your work as **Expenses 1**. (10 Marks)

	A	B	C	D	E	F	G
1	**KIBOS HOLDINGS COMPANY LIMITED**						
2	**P.O BOX 23625 BOMET**						
3		**First quarter**			**Second quarter**		
4		**January**	**February**	**March**	**April**	**May**	**June**
5	Production Cost	15642	14687	18741	19457	15412	15441
6	Transportation	1564	1469	1874	1946	1541	1544
7	Warehousing	1125	1056	1347	1398	1107	1109
8	Promotion	2564	2407	3071	3188	2525	2530
9	Salary	4525	4248	5420	5626	4456	4465

b) i) Copy the details of Kibos holding company limited to sheet 2 of your worksheet. (2marks)

ii) Add a column called "Total" and calculate the Total production cost of the two Quarters. (4marks)

iii) Use relative referencing to calculate the total for the other expenses. (4marks)

c) i) Calculate the total expenses for each month so as to give the results as "Total expenses" on row 10. (4marks)

ii) On the paper provided, write the formula used to calculate the expenses for the month of April. (2marks)

d) i) Use absolute referencing to calculate the cumulative total expenses for the Two quarters in cell H10. (4marks)

ii) Write the formula used to get the cumulative total on the paper provided. (2marks)

iii) Calculate the percentage of total expenses of the respective months and display the results on row 11 as "percentage of total expenses". (4marks)

iv) Write the formulae used to get the percentage of May. (2marks)

v) Draw a line graph to illustrate the percentage of the total expenses for the Six months indicating the months. Save your work as Expenses 2. (10marks)

vi) Print Expenses 1 and Expenses 2. (2marks)

2 a) A hospital uses a database to maintain data about its employees. Create a database file named **EMPLOYEE.** (1mark)

b) Create a table called **EMPLOYEE 1** with the following fields and hence enter data into it as shown in fig 1 below. NB: Choose an appropriate primary key. (14marks)

- EMP NO
- NAME
- DATE OF BIRTH
- DEPARTMENT
- BASIC PAY

Fig 1

Emp	Name	Date of birth	Department	Gross pay
01	John Kirui	16/2/1972	Computer	28000
02	Margaret Wairimu	2/2/1960	Medical	30000
03	Jane Cherono	2/5/1970	Management	15000
04	Victor Oduor	8/12/1981	Accounts	25000
05	Harry Wanyama	23/6/1983	Medical	30000
06	Jacob Kiprono	19/4/1973	Management	45000
07	Ali Mohammed	1/1/1969	Medical	30000
08	Daniel Omondi	3/5/1983	Accounts	25000
09	Everlyne Kitune	11/3/1971	Medical	20000
10	Nancy Kerubo	22/9/1980	Medical	20000

c) i) Insert Two new fields to hold the employee's Profession and deductions. (4marks)

ii) Data for included fields is as follows;

Profession

Mohammed, Wanyama and Wairimu are Doctors. Oduor and Omondi are accountants. Kiprono is an Administrator, Kirui is a systems analyst and Cherono is a secretary.

Deductions

Emp no	Amount
07, 05, 02	8,000
04, 08	7,500
06	10,000
01	12,000
03	3,500
09, 10	4,000

Enter the above data into the respective fields. (6marks)

iii) Sort the records in ascending order based on the name field and save as **EMPLOYEE 2.** (3marks)

d) i) From EMPLOYEE 2, extract a list of employees who were born between 1960 and 1972 both years inclusive and are accountants, nurses or doctors. Write down on paper provided the query expression you used to extract the data. Save the extracted list as **LIST1.** (8marks)

ii) Remove the date and occupation criteria on **LIST 1**. Add a calculated field to calculate the Net pay of all employees as Gross Pay – Deductions. Save as **LIST 2**. (5marks)

e) Generate a columnar report based on **LIST 2** with the following fields; Emp no, Name, Department and Net Pay. Sum up the Net Pay for all employees in the report. Save your report as **REPORT.** (6marks)

f) Print **EMPLOYEE1**, **EMPLOYEE2**, **LIST1**, **LIST 2** and **REPORT**. (3marks)

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Name …… **Admission number** ……
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MANGU HIGH SCHOOL TRIAL EXAMS

451/2
COMPUTER STUDIES
PAPER 2

INSTRUCTIONS TO CANDIDATES

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f) All questions carry equal marks

g) All answers must be saved in your storage medium

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QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

1. KwetuMotors is a company that sale motor vehicles to its customers all over the country. Create a database named **KwetuMotors** with the following three tables: (10 marks)

StockTable	**Sales Details** Table	**Customer Details** Table
V_IC Cd	InvoiceNo	ID No
Model Description	VehicleId	CustomerName
CountryOfManufacture	SaleDate	DateOfBirth
YearOfManufacture	Customer	TelephoneNo
Cost		
Quantity		

(a) For each of the tables above set appropriate primary keys as well as data types (5 marks)
(b) create the relationship among the tables and enforce referential integrity. (3 marks)
(c) Create **Model Form**, **Sales Form** and **Customer Form** to be used to enter data in the three Tables (3 marks)
(d) Set a validation rule and appropriate validation text for the quantity field so that it only accepts values between 0 and 10 (2 marks)
(e) Use the three forms created in (c) above to enter the data below in the respective tables (10 marks)

Stock Table

V_Id	**ModelDescription**	**Country**	**Year**	**Cost**	**Quantity**
M001	Alfa-Romeo	German	2000	1,350,000	2
M100	Ferrari	England	1990	1,950,000	1
M110	Aston Martin	German	2010	2,200,000	3
M223	Jaguar	Japan	1980	2,100,000	1
M202	Cardilac	German	1990	2,000,000	2

Customer Table

ID Number	**Name**	**DateOfBirth**	**Telephone**
112211	Peter James	10/02/2000	0711889922
221133	Christine Nyakawera	04/05/2001	0111887766
331122	Emily Contesh	12/24/1980	0223344556
443321	Peterson Williams	03/13/1979	0334455668
212380	Millicent Wainex	02/15/1982	0504679922

Sales Table

Invoice No	**VehicleID**	**SaleDate**	**Customer**
INV01	M202	12/23/2022	212380
INV03	M110	03/06/2023	221133
INV02	M001	02/05/2023	112211
INV05	M223	04/20/2023	443321
INV04	M100	12/24/2022	331122

(f) Create a query named **GHighClass** to give **V_Id**, **Description**, **CustomerName** and **SaleDate** for vehicles manufactured in German and costing more than 1,500,000 (4 marks)

(g) Create a query named **Quarter_1** to give the **V_Id**, **Customer Name**, **Customer** and **Year of Sale** for all the vehicles sold in the year 2023 (4 marks)

(h) Create a report named Sales_Report to give the **V_Id, Description, Sale amount** and **customer name**. The report should display the total sales amount (4 marks)

(i) Print the following:

Stock, Customer and Sales tables (3 mark)
GHighClass query (1 mark)
Sales_Report (1 mark)

2. a) Using a word processing software type the following document as it appears and save it as DBMS (31 marks)

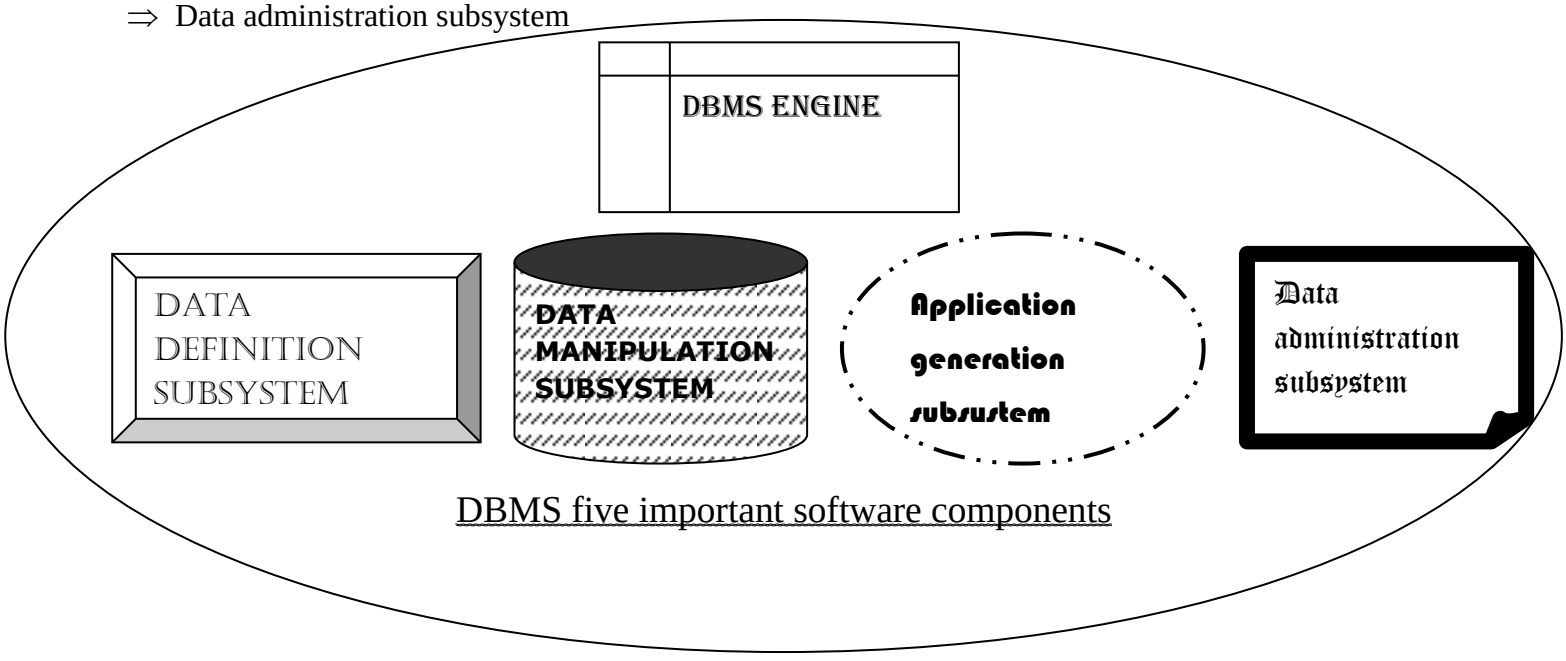
DATABASE MANAGEMENT SYSTEM

What is a database management system?

When you use word processing software, you develop a document. When you use spreadsheet software, you develop a workbook or spreadsheet. When you use personal information management software, you develop a phone book or appointment calendar. The same is true in a database environment-you use software to develop a database. A ***DBMS*** is the software you use to specify the logical organization for a database and access it.

A DBMS contains five important software components

⇒ DBMS engine
⇒ Data definition subsystem
⇒ Data manipulation subsystem
⇒ Application generation subsystem
⇒ Data administration subsystem



DBMS five important software components

The DBMS engine allows you work with database from a logical point of view, without worrying about physical and technical details. It accesses the database and data dictionary on the storage device.

The data definition subsystem helps to create and maintain data dictionary and file structure.

The data manipulation subsystem helps you add, change and delete information in the database.

The application generation subsystem facilities include tools for creating data entry screens, programming languages, and interfaces to programming languages used.

The data administration subsystem is used by database administrator for backup and recovery, security management, queries and maintenance of the database.

Below is an example of a flat file that can be better presented using a DBMS:

DIGITAL COMPUTER SPECIFICATIONS						
S/No.	RAM (MB)	Hard Disk	Processor		Monitor Type	Cost
			SPEED	TYPE		
1	128	20 GB	2.4 GHz	INTEL	CRT	35,000
2	256	40 GB	2.8 GHz	CERELON	TFT	50,000
3	1024	80 GB	3.0 GHz	INTEL	TFT	60,000
TOTAL						145,000.00

b) Double underline the title and change the line colour to red (2 marks)

c) Set the distance of the drop cap from the text to 0.1 cm (1 mark)

d) Set the character spacing for the table title to 150%, expanded by 5 points (3 marks)

e) Use a formula to calculate and format the total cost as shown (2 marks)

f) Format the third paragraph starting with the words “The DBMS engine allows…..” to two columns with a line in between the columns (2 marks)

g) Set the top and bottom margins to 1.3 cm, the left and right margins to 1.27cm (2 marks)

h) Insert a footnote to define the initials DBMS (2 marks)

i) Space the whole document to 1.5 line spacing (2 marks)

j) Create a footer and a header with your name and admission number respectively (2 marks)

k) Print the document (1 mark)

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KCSE TOP SCHOOLS TRIAL SERIES 2025

MARANDA SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

Name …… Adm Number……..

Candidate's Signature ……..…….. Date …….

INSTRUCTIONS TO CANDIDATES

1. Type your name and index number at the top right hand corner of each printout.
2. Write your name and index number on the CD provided
3. Write the name and version of the software used for each question on the answer sheet.
4. Passwords **should not** be used while saving in the CD
5. Answer all questions.
6. All questions carry equal Marks.
7. All answers must be saved in the CD
8. Make a printout of the answers on the answer sheets provided.
9. Hand in all the **printouts** and the **CD**

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

Question One

The following data is an extract of data obtained from Movers Transport company records. Study the data and answer the questions that follow.

AREA	PRODUCER ID	NAME	QUANTITY DELIVERED (KG)	TOTAL COST	TRANSPORT COST	GROSS COST	DEDUCTION	NET PROFIT
101B	115	Selina Mwao	4562					
79A	145	Yvonne Kibet	1254					
79A	012	Dorothy Namulungu	235					
79A	561	Tiffany Wangui	8954					
101B	016	Asha Waningu	9658					
20Z	123	Ruth Mellanie	7895					
20Z	458	Afif Mumtaz	456					
101B	654	Pelah Wonder	421					
20Z	758	Christabel Simbauni	7895					

a) Enter the data shown above into a spreadsheet giving it an appropriate title, center and bold across the worksheet. Save the workbook as WORK01. Rename the worksheet as Jan records (10 Marks)

b) Copy the data to a new worksheet and add the details of producer Valence Masitsa of area 101B, ID 452 with quantity of produce of 2,700kg in an appropriate row. (1 Mark)

c) Insert double borders around every cell and every row. (2 Marks)

d) Use a function to calculate the Total cost for the producer with ID number 115 given that the price per KG of the produce is Sh.41 .00 (2 Marks)

e) Use the formula for Total cost obtained for producer Selina Mwao and use it to calculate the gross cost for all the farmers (2 Marks)

f) Use if function to calculate transport cost for all the producers given that transport is charged per Kg is as follows (5 Marks)

AREA	Price per kg
101B	5.00
20Z	3.50
79A	4.00

g) Insert the value 20% in cell E14. Using absolute cell referencing calculate deductions, given that the deduction is 20% of the Total cost. (4 Marks)

h) Using a function calculate the Net cost, given that Net cost is Gross cost minus deductions and gross cost is Total cost plus Transport cost (4 Marks)

i) Format the columns containing currency values to currency with 2 decimal places and prefix Ksh. Rename the worksheet PRODUCE PAY. (3 Marks)

j) Arrange the records in ascending order of the producer ID. (2 Marks)

k) Copy the contents of worksheet Jan records to a new worksheet and rename it as Filtered. By applying suitable filter condition, display records for all producers except those from area 79A. (4 Marks)

1) Use subtotals function to calculate subtotals for the quantity delivered, gross pay and net pay from each area. (3 Marks)

m) Create an embedded pie chart showing the total quantity of produce delivered for each area .The chart should have the following details.

i. Chart title: Area Total produce delivered

ii. Legend Position: Right

Save it as CHART 1 (5 Marks)

n) Print Jan records, Produce Pay and Filtered in landscape orientation. (3 Marks)

Question 2

You are part of a wedding committee of your friend and you have a vast knowledge of using a computer; you are tasked to be in charge of the wedding cards. Using a desktop publishing software, design the wedding card as it appears. Name the file as **W-Card.** (24marks)

(a) Prepare the page layout specifications as follows:

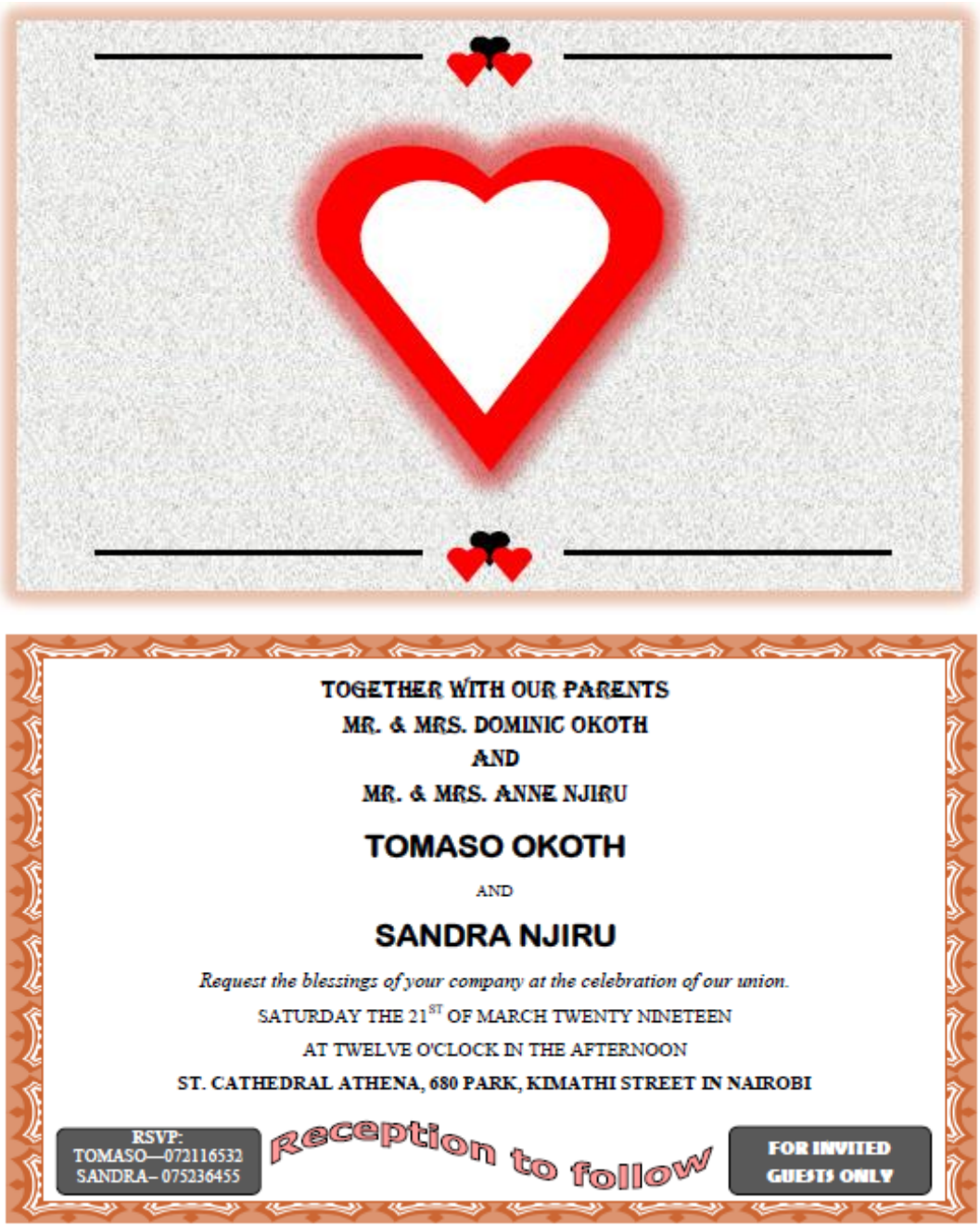
(i) Paper size: A4 portrait (2mks)

(ii) Grid guides (3mks)

- Column guides: 1
- Row guides: 2
- Spacing: 0.3”

(iii) Margins guides (2mks)

- Left and right: 0.24”
- Top and bottom: 0.25”



(b) Format the Outer heart shape in the middle part of the design to the following specifications: (4marks)

i. **Color**: Red
ii. **Outline**: Light blue
iii. **Height**: 2.64”
iv. **Width**: 2.84”

(c) Perform the following formatting on the rectangle of the first part of the design.

i. Apply an outline **shadow**.

(1mark)

ii. Background Texture fill - **Newsprint**. (2Marks)

iii. Add a glow (**Accent 1, 18pt glow**), glow size **25pts**, and **57% transparency.**

(4marks)

(d) Change the paragraph text starting from **"Request the blessings…"** to color **cold** with line spacing of **0.75sp**. (2marks)

(e) Format the names of the bride and bridegroom to have a **strikethrough** and a **dotted underline.**

(2marks)

(f) Group all objects in the design. (2marks)

(g) Insert a page header **"LOVE IS A GOOD THING"**. (1mark)

(h) Print the publication.

(1mark)

THIS IS THE LAST PRINTED PAGE

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KCSE TOP SCHOOLS TRIAL SERIES 2025

MASENO SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

Name …… Adm Number……..

Candidate's Signature ……..…….. Date ……

INSTRUCTIONS TO CANDIDATES

a) Type your name and index number at the top right hand corner of each printout.

b) Write your name and index number on the CD provided

c) Write the name and version of the software used for each question on the answer sheet.

*d) Passwords **should not** be used while saving in the CD*

e) Answer all questions.

f) All questions carry equal Marks.

g) All answers must be saved in the CD

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

*i) Hand in all the **printouts** and the **CD***

1. GOLDEN School intends to carry out mathematics contest in their school for the year 2025. The following is a standard letter inviting other schools to the event.

(a) (i) Create a folder; name it as your name and admission number. (2 marks)

(ii) Using word processor, create the document as it appears. Give the filename **CONTEST** in the folder created (a)(i) above. (19 marks)

THE PRINCIPAL **March 4TH 2025**

……

Dear Sir/Madam,

RE: GOLDEN SCHOOL ANNUAL NATIONAL MATHEMATICS CONTEST

We have the pleasure to invite your school for the National Mathematics Contest sponsored by the Worldwide Tech Ltd and Brooklyn University to be held at GOLDEN School on **Saturday 2nd October 2025 starting at 8.00am.**

The objective of the contest is to demystify the perception and fear that students have towards mathematics as being difficult in order to improve the performance of the subject in the country. All participating students will receive Certificates of Participation and those who excel will receive trophies and certificates of merit. Top students i.e. position 1 & 2 per form and in each category (Junior and Senior); boys, girls and mixed, will receive trophies. **Brooklyn University shall award a one-year full scholarship fees** to the **Best Form Three Boy** and **Best Form Three Girl**.

The mathematics department that produces the top boy and girl at the grand finale will win a cash prize of **Ksh 150,000 for the department.**

Please confirm your participation by calling the school through **Mr. Chepkwony on 0724351706** before 27th Feb 2025 to facilitate for logistical preparations.

Yours faithfully

MR. TOMASO K. NOAH **MRS. KATE WINSLEY**

PRINCIPAL **HOD MATHEMATICS**

Value Proposition: Exemplary Excellence in Academic Endeavours

b) Set the page settings as follows: (4 marks)

- Paper Size: A4
- Top margins: 0.4" 1.016)(cm
- Bottom margins: 0.4" 1.016)(cm
- Gutter: 0.22" (048)cm.5

(c) Format the subject heading which starts with **"RE: GOLDEN SCHOOL…."** as follows: (3 marks)

- Alignment: Centre
- Font size: 18
- Font type: Britannic Bold

(d) Insert header "Your name and include and line object admission under number. (1mark)

(e) Apply the following to the paragraph starting with *"The objective of the contest ….."*

- Hanging indent By 0.6" (1 mark)
- Line spacing to 1.3 (1 mark)

(f) Format the text containing **Value Proposition**"" as follows: (2 marks)

- White font color
- Dark red background

(g) Create a copy of the document save As **CONTEST_2** and proofread your work. (2 marks)

(h) Insert page numbering at the bottom right of each page. (1 mark)

(i) Group all objects in the school logo. (1mark)

(j) Apply the following character spacing formats to the second paragraph. (2 marks)

- Condensed by 0.9pts
- Kerning for fonts at 8 points & above.

(k) Convert all the last paragraphs into three columns of the same width and height. A line between should separate the columns. (3 marks)

(i) Convert the names and designations at the bottom of the letter to one column and five rows. (3 marks)

(ii) Merge the empty rows inside the table to one cell. (1 mark)

(iii) Put a strikethrough to the names of the designations. (1 mark)

(m) Insert a watermark with any picture from your computer gallery to authenticate your document. (1 mark)

(n) Print the two documents. (2 marks)

QUESTION TWO

1. a) The following information was extracted from a mark book maintained by a class teacher of a certain school. Using a spreadsheet, create a worksheet that contains the information and save as Test 1**.**

(11 marks)

NAME	MATH	ENG	KISW	BIO	PHY	CHEM
Muigai K.	85	81	60	92	90	74
Wakhisi N.	81	50	48	56	68	52
Otieno J.	62	71	44	55	60	60
Nasimiyu C.	70	42	51	48	62	88
Wamaitha D.	21	44	30	72	22	40
Kimeli F.	48	55	31	45	60	50
Chepchumba G.	98	54	65	30	40	45
Nasong'o	48	52	28	47	50	54
Saidi A.	49	56	65	58	50	55
Okiya S.	65	74	45	80	42	50

b) Create four new columns and label them as TOTAL, MEAN, GRADE and REMARK respectively. (2 marks)

c) i) Using formulas compute the total and mean for Muigai K. and copy it to other cells to generate values for the other students. (4 marks)

ii) Use an appropriate function to determine a grade and a remark for Muigai K. Use the following grading system to determine the student's grade: (8marks)

MEAN	GRADE	REMARK
80 to 100	A	Excellent
70 to 79	A-	Very Good
60 to 69	B	Good
40 to 59	C	Fair
Below 40	F	Fail

ii) Copy the formulas to other cells in order to generate total, mean, grades and remarks for all the students. Save your work as Test 2. (3marks)

iii) Format the mean marks to one decimal place. (1 mark)

d) The class teacher wishes to determine those students who are likely to qualify for a course in medicine. For a student to qualify, he/she must have scored:

- 70 marks and above in Biology,
- 60 and above in either Chemistry or Physics,
- 50 and above in either English or Kiswahili.

Create a new column labeled MEDICINE and use an appropriate function to determine those students who qualify. If a student qualifies should return "UNQUALIFIED". (5 marks)

e) Create a new column and label it as POSITION. Enter a function in cell L2 and copy it to other cells to determine the position of each student. (4 marks)

f) Apply borders to your worksheet as follows:

i) Double outline border. (1 mark)

ii) Single line for inside vertical and horizontal borders. (1 mark)

g) Copy the data on sheet1 to sheet2 and rename the sheet2 as QUALIFY. Filter the worksheet to display the records of the students who qualify. (4 marks)

h) Create a bar graph on a separate sheet to compare the performance of the first four students in the six subjects. Label the bar graph appropriately. (4 marks)

i) Print test 1, test 2 and graph. (2marks)

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
Candidate's Signature……**Date**……

MOI GIRLS ELDORET HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

INSTRUCTIONS TO CANDIDATES

a) Indicate your name,admission number and stream at the top right of each printout.

b) Write your name and admission number on the CD-R OR CD-RW

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

d) Passwords should not be used while saving in the storage medium.

e) Answer all the questions.

f) All questions carry equal marks

g) All answers must be saved in your storage medium

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

i) *Hand all the printouts and the storage medium.*

QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

QUESTION ONE (50 MARKS)

1. a) Using a word processor program, create the document below and save it as **CreateTables**. [25marks]

CREATING TABLES

A table is made up of rows and columns of cells. It is used to organize and present information. Most word processor let the user easily create, edit and format a table.

To create a table:

1. Click where you want to insert the table.
2. From the **Table** menu, point to **Insert** and then click **Table**.
3. In the Insert table dialog box, set the number of rows and columns.
4. Specify the autoformat option if need be.

It is possible to calculate numerical values in a table. The columns are referenced as A, B, C, …..while rows are referenced as 1, 2, 3.

BROUKESHIRE DAIRIES LTD					
JANUARY 2007 PAYROLL					
Employee No.	**Name**	**Salary (Ksh)**	**Medical Allow.**	**Travel Allow.**	**Gross pay**
11801	James Meli	44000	8900	2000	
11802	Joan Kaparo	38000	8000	1800	
11803	Peter Kamande	59000	5000	1600	
11804	Hassan Noor	14000	3000	1000	
11805	Nancy Atieno	18000	4000	1200	
11806	Patrick Kimeu	34000	1800	1700	
11807	Job Omingo	16000	3500	1100	

b) i) Format the document title to Tahoma font 16pts, underline, bold and center aligned. [2mks]

ii) Make the table and subtitle centered across columns, 16pts and 14pts respectively. [2mks]

c) Using appropriate functions:

i) Calculate each employee's gross pay. [5mks]

ii) Calculate each column total. [3mks]

iii) Determine the minimum pay in each category. [3mks]

d) Using Microsoft Graph object, generate a bar graph with the students' names against the Gross pay. [10mks]

e) Save the document as ComputedPay.

f) Print CreateTables and CountedPay.

QUESTION TWO (50 MARKS)

a) Create a database called Students to store the following data. (19mrks)

STUDENT_TBL1

ADMNO	FIRSTNAME	SURNAME	DATEADMITTED
064	EDNA	FLORIAN	12/03/2005
071	GATEWAY	DARAJA	06/03/2005
090	SISTER	ROSSY	05/02/2006
100	DORY	MORAA	06/03/2005
103	BERRY	ANNY	0302/2006
104	LILY	WHITE	04/02/2005
106	VIOLETINA	WAZIRI	10/02/2005
107	JAYLO	FLAMINI	11/02/2005
108	ARSENA	WENGER	12/02/2006
110	ALEX	HLEB	13/03/2006

STUDENT_MARKS

ADMNO	CAT1	CAT2	CAT3	CAT4
108	60	40	23	56
106	75	48	36	62
100	52	58	44	56
110	43	56	68	70
064	33	74	56	55
090	22	36	43	26
103	43	52	42	48
104	33	46	38	41
071	52	48	46	71
107	81	63	30	56

b) Identify the appropriate primary key and foreign for the tables above. [1mk]

c) Create a suitable relationship between the two tables. [2mks]

d) Create a new column with the fieldname "TOTAL SCORE" to store the calculated total of **CAT1, CAT2, CAT3** and **CAT4** for all students. Write down the expression used to find the total score in the correct syntax. Save the new table as StdTbl3. [9mks]

e) Create a query which will display **ADMNO, FIRSTNAME, SURNAME**, **CAT1, CAT2, CAT3, CAT4** and **TOTAL SCORE** for students who have a total score of 200 and above. Write down the criteria used in the correct syntax. Save the query as Stdquery. [8mks]

f) Create a tabular layout form using form wizard that will display the records from Stdquery. The fields to be displayed on the form should be **ADMNO, FIRSTNAME, SURNAME** and **TOTAL SCORE**. Save the form as Stdform. [6mks]

g) Print **STUDENT_TBL1, STUDENT_MARKS, StdTbl3, Stdquery and Stdform**. [5mks]

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

Name ……**Admission number** ……
Candidate's Signature……**Date**……

NAIROBI SCHOOL TRIAL EXAMS

451/2
COMPUTER STUDIES
PAPER 2

INSTRUCTIONS TO CANDIDATES

- Type your ***name*** and ***admission no*** at the top right hand corner of each print out.
- Write your ***adm no and name*** on the **CD**
- Write the name and ***version*** of the software used for each question attempted in the answer sheet.
- Passwords should ***not*** be used while saving in the disks.
- Answer ***all*** questions.
- All questions carry equal marks.
- All answers ***must*** be saved on your CD.
- Make printouts of the answers on the answer sheets provided.
- Hand in ***all*** the printouts and the CD.
- Candidates may be penalized for not following instructions given in this paper.
- Arrange your print outs and staple them together.

This paper consists of 5 printed pages. Candidates should check to ascertain that all pages are printed as indicated and that no questions are missing

Q1. a)Type the following passage exactly as it appears and save it as 21CLD (25 marks)

21st Century Learning Design

Introduction

Students around the world need advanced skills to succeed in the globalised, knowledge-based world of today. 21st Century Learning Design, or 21CLD, professional development helps teachers redesign their existing lessons and learning activities to build students' 21st century skills.

21CLD online

The 21CLD curriculum - developed to enhance 21st century skills in student learning - builds on the 21CLD research methodology, providing a collaborative, practice-based process that helps educators transform how they design enriching learning activities for their students.

The 21CLD curriculum is based on rubrics,	which have been developed and tested	internationally for the Innovative	Teaching and Learning (ITL)

The 21CLD curriculum describes six rubrics. These are:

1. Collaboration
2. Skilled communication
3. Knowledge construction
4. Self-regulation
5. Real-world problem-solving and innovation
6. Use of ICT for learning

21CLD elements

The core elements of the 21CLD curriculum include:

- A focus on redesigning learning to develop 21st century skills and deepen understanding of 21CLD curricular goals.
- Facilitating educators to use new learning designs within their own teaching and to analyse the impact on student learning.

21CLD course structure

The 21CLD curriculum consists of the following 8 online courses: The 21CLD introductory course explains the background to the 21st century skills; The 21CLD rubric[i] is used to analyse learning unit examples; The final course brings together all of the 21st century learning design elements

21CLD OneNote

This OneNote provides all of the resources and reading materials to accompany the 21CLD courses. Under each tab, you will find the 21CLD rubrics, decision trees and anchor lessons used throughout the online course.

[i] A **rubric** for **assessment**, usually in the form of a matrix or grid, is a tool used to interpret and grade students' work against criteria and standards.

b) Insert a table of contents at the beginning of the document showing the topics covered in the 21CLD course as shown below. Save your work as 21CLD TABLE OF CONTENTS
(3 marks)

Contents

c) Assessment was done on the application of the 21CLD and results recorded in a table. Design the table exactly as it appears. Save your work as RESULTS (5 marks)

NAME	CLASS	ADMNO	CAT1/30	CAT2/30	EXAM/100	AVERAGE
Mercy Jayden	4 Blue	5068	26	13	70	
Catherine Johns	4 Yellow	5897	14	10	30	
Crystal Evans	4 Purple	5589	19	20	74	
					GRAND TOTAL	
			Lowest CAT1			
				Highest CAT2		

Insert a function to display the:

i) AVERAGE for all the students (2 marks)

ii) GRAND TOTAL (1 mark)

iii) Lowest score in CAT1 (1 mark)

iv) The Highest score in CAT2 (1 mark)

d) Insert the following expression (2 marks)

$$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \cdots, \ -\infty < x < \infty$$

e) Double space the names in the table (2 marks)

f) Search and replace the word “Skills” and replace with “Competence” (2 marks)

g) Insert a header “Competence Based Curriculum” (2 marks)

h) Print the documents on both sides of the paper (4marks)

2. The following tables represent data for a video store named Sinai Video store. Study them and answer the questions that follow:

Table 1: MEMBERS

Member No	First name	Last name	Address	Phone	Town	Monthly fee
SVS-0001	Raphael	Mudibo	P.O.Box 343	(020)22112	Nairobi	Kshs 50
SVS-0002	Mary	Musembi	P.O Box 121	(050)34342	Gilgil	Kshs 50
SVS-0003	Bernard	Angaine	P.O Box 441	(038)24242	Naivasha	Kshs 50
SVS-0004	Gabriel	Laisula	P.O Box 134	(020)11445	Nairobi	Kshs 50
SVS-0005	Nelly	Mwangi	P.O Box 989	(038)25423	Naivasha	Kshs 50
SVS-0006	Janet	Mbori	P.O Box 323	(025)45343	Kisii	Kshs 100
SVS-0007	Bruce	Nyaga	P.O Box 544	(050)31322	Gilgil	Kshs 150
SVS-0008	Andrew	Bosibori	P.O Box 331	(025)21423	Kisii	Kshs 50
SVS-0009	Abubakar	Said	P.O Box 900	(028)23432	Isiolo	Kshs 100
SVS-0010	Samantha	Wellings	P.OBox 232	(025)53293	Kisii	Kshs 150

Table 2: RENTAL

Date collected	Member No	Disk No	Due Date	Rental Amount
1-May-2018	SVS-0004	001	5-May-2018	Kshs 20
12-May-2018	SVS-0001	003	16-May-2018	Kshs 20
15-June-2018	SVS-0005	002	19-June-2018	Kshs 20
20-June-2018	SVS-0004	005	24-June-2018	Kshs 50
30-June-2018	SVS-0005	006	04-July-2018	Kshs 50
12-July-2018	SVS-0005	004	16-July-2018	Kshs 25
25-October - 2018	SVS-0001	007	29-October - 2018	Kshs 50

Table 3: Movie

Disk No	Title	Category	Main Actor	Production Year	Rating
001	A Thief in the Night	Thriller	Hoss Baxton	1984	A
002	Nursery Rhymes	Educational	Kerry Kean	1994	A
003	Cartoon 17	General	Jimmy Grant	1994	C
004	Trading places	Comedy	Kim Fields	1995	B
005	When Hatred Came	Thriller	Shalom King	1987	A
006	The Gods must be crazy	Comedy	Mfasa Limpula	1986	B
007	The Gods must be crazy 2	Comedy	Mfasa Limpula	1988	B
008	The Gods must be crazy 3	Comedy	Mfasa Limpula	1991	B
009	The Island	Action	Marie Payton	1992	A
010	Prepare For War	Action	Rebecca	1990	A

a) Create a database for the following tables. Name it as **Sinai Video Store** (2marks)

b) Create three Tables for each of the above Tables adding appropriate primary key and other field properties for each (6marks)

c) Create relevant relationships among the Tables (2marks)

d) Create forms for each table and give them appropriate names (3marks)

e) Using the forms created above, enter data into each Table (9marks)

f) Using a query, add a field named **New Monthly Charges** that calculates the new monthly fee given that there is a 8% increase from current fee. Save it as **New Fee Query** (6marks)

g) Create a query that displays all the movies produced **after the year 1990**. Save it as **Latest Movies** (5marks)

h) Generate a query that calculates the Total income each Movie has made. Save the Query as **Total gain** (6marks)

i) Create a report that:

(i) Groups each of the movies according to category (2marks)

(ii) Calculates the income each movie category has made (2marks)

(iii) Calculates the total income from all movies (2marks)

(iv) Has the heading **Total Income Report** with font size 20 (2marks)

(v) Save the report as Total Income Report (1mark)

Print **New Fee Query**, **Latest Movies query, Total Gain query** and **Total Income Report**

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
Candidate's Signature……**Date**……

PANGANI GIRLS HIGH SCHOOL TRIAL EXAMS

451/2

COMPUTER STUDIES

PAPER 2

INSTRUCTIONS TO CANDIDATES

a) Indicate your name,admission number and stream at the top right of each printout.

b) Write your name and admission number on the CD-R OR CD-RW

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

d) Passwords should not be used while saving in the storage medium.

e) Answer all the questions.

f) All questions carry equal marks

g) All answers must be saved in your storage medium

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

i) *Hand all the printouts and the storage medium.*

QUESTION	MAXIMUM SCORE	SCORE
ONE	50	
TWO	50	
TOTAL	**100**	

1. A census survey carried out in 5 counties about number of people with breast cancer is as shown in the table below.

   The data is grouped as for both males and females.

County	**Male**	**Female.**
Kiambu	17,500	16000
Meru	6500	3000
Makueni	9000	3000
Nyeri	12000	7000
Murang'a	3000	2800

(a) Represent the information given on a spreadsheet and save work book as census. (6mks).

(b) Rename worksheet as survey -1 and copy the content to survey -2. (2 mks).

(c) (i) Compute the total number of victims in each county and hence all counties. (4 mks).

(ii) Compute the total number for different sex in all counties. (4 mks).

(d) Predict the possible number of victims in each counties for the next 2 years if a trend shows (8 mks).

i. That male victims decrease by 17%.

ii. That female victims decrease by 16%.

(e) Copy value in survey -2 to survey -3 and format as follows. (5 mks).

i. Font size 14.

ii. Title with grey shade 38%.

iii. Cell borded with weight 2.5 pts.

iv. Data sorted in descending order of total victims.

(f) Extract the values for the total victims against the counties and insert in survey -4. (2 mks).

(g) Use the data in survey -4 to represent the information on a pie- chart, showing relevant information and in a different worksheet chart -1. (10 mks).

(h) Format each worksheet as follows. (5 mks).

i. Header your name, index no.

ii. Footer center name, code left and

iii. Data right

iv. Page setup A4, margin 0.5 each.

(i) Print – survey -3 landscape. (2 mks).

Chart -1 portrait. (2 mks).

2. The judiciary service commission would like to conduct interviews on different shortlisted applicants.

Required.

a. i. Create the main document below as it appears and save it as **JLetter.** (21 mks)

JUDICIARY SERVICE COMMISSION,
P.O. BOX PRIVATE BAG-00100,
NAIROBI.

10th October, 2023.

<<First Name>> <<Second Name>>,
<<Postal Address>>,
<<City>>.

Dear <<Salutation>>,

RE: INVITATION TO AN INTERVIEW

This is to let you know that you have been shortlisted for an interview scheduled on <<date of visit>> at <<venue>> from <<Time>> for the <<Title>> position.

Please come with your:

(a) Original Identity Card

(b) Original Academic Certificates

(c) EACC Compliance Certificate

(d) Certificate of Good Conduct

(e) HELB Clearance Certificate

(f) KRA Compliance Certificate

A successful candidate will be entitled to the salary scales as shown in the table below;

TITLE	JOB GROUP	BASIC SALARY(KSH)
ICT OFFICE	TS III	102,050
CLERK	TS I	63,480
ACCOUNTANT	TS IV	90,345
TOTAL		255,875

We look forward to your attendance.

Yours sincerely

Chris Nyachoti.

Director

(ii) Proofread the document (2 marks)

(iii) Format 1.5 Line spacing in the body section (2 marks)

b. Create a Data source below for the candidates and save it as JRecipients (15 marks)

First Name	Second Name	Postal Address	City	Salutation	Date Of Visit	Time	Venue	Title
Charles	Omukuba	P.O BOX 12	Busia	Sir	3rd November, 2023	11:00 am	Golf Club Hotel	ICT Officer
Grace	Kith	P.O BOX 102	Nairobi	Madam	2nd November, 2023	8:00 am	Serena Hotel	Clerk
John	Pilau	P.O BOX 38	Mombasa	Sir	4th November, 2023	9:00 am	Intercontinental Hotel	Accountant
Peter	Gakere	P.O BOX 25	Laikipia	Sir	4th November, 2023	9:00 am	Intercontinental Hotel	Accountant
Antony	Kipchoge	P.O BOX 57	Bomet	Sir	3rd November, 2023	11:00 am	Golf Club Hotel	ICT Officer

Gladys	Mutua	P.O BOX 27	Machakos	Madam	3rd November, 2023	11:00 am	Golf Club Hotel	ICT Officer
Gilbert	Muriithi	P.O BOX 18	Meru	Sir	2nd November, 2023	8:00 am	Serena Hotel	Clerk
Janet	Kati	P.O BOX 42	Turkana	Madam	4th November, 2023	9:00 am	Intercontinental Hotel	Accountant

c. Using mail merging, create a merged document and save it as **JSC_Merged.** (4 mks)
d. Print the following documents
   - **i. Jletters** (2 mks)
   - **ii. JRecipients** (2 mks)
   - **iii. Kith's and Kipchoge's letters only** (2 mks)

GOLDLITE ONLINE SUPPLIES

Kenya Certificate of Secondary Education

KCSE TOP SCHOOLS TRIAL SERIES 2025

Name …… **Admission number** ……
Candidate's Signature……**Date**……

SACHO SCHOOL TRIAL EXAMS

451/2
COMPUTER STUDIES
PAPER 2

INSTRUCTIONS TO CANDIDATES

1. *Type your name and admission 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 and version of the software used for each question attempted in the answer sheet*
5. *Passwords should not be used while saving in the compact disks*
6. *Answer all the questions*
7. *All questions carry equal marks*
8. *All answers must be saved in your compact disks*
9. *Make a printout of the answers on the answer sheets provided*
10. *Hand in all the printouts and the compact disks.*
11. *This paper consists 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.*

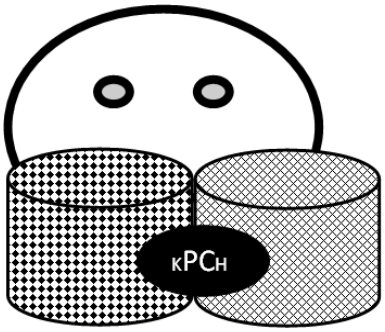
This paper consists of 6 printed pages. Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

QUESTION 1

(a) (i) Create a folder and name it as the last three digits of your index number. (1 mark)

(ii) Open a word processing program and type the folllowing passage as it appears.Save as **CENSUS** in the folder created**.** (15 marks)

POPULATION CENSUS



*The total enumerated population was **47,564,296** Of which **23,548,056** were Males, **24,014,716** were Females.*

1.1. Background Information

The first known population census in Kenya was conducted in ~~1897~~ and was basically a headcount. This was followed by the 1948 census that focused on non-natives. A complete census that enumerated ~~8.6 million~~ persons was conducted in 1962 and was used to set up political and administrative structures.

First post-independence census was undertaken in 1969 and enumerated ~~10.9 million~~ persons. Since then, the country has conducted decennial Population and Housing Censuses on a de-facto basis with the midnight of 24th & 25th August as the reference point.

1.2 Objectives of the 2019 Census

The specific objectives were to ascertain the following:

- ✓ *Population size and spatial distribution;*
- ✓ *Levels of fertility, mortality and migration;*
- ✓ *Educational attainment;*
- ✓ *Household composition;*
- ✓ *Rate and pattern of urbanization;*
- ✓ *Size and deployment of labour force;*
- ✓ *Distribution of persons with disability;*
- ✓ *Housing conditions*
- ✓ *Agricultural indicators*

2019

(a) Create a copy of the passage into a new blank document. (1 mark)

(b) Save the document above as **Census 2** in the folder created**.** (1 mark)

(c) Set the page as follows: (2 marks)

(i) Margin : 1 inch all round

(ii) Paper size: A4

(d) Spell check the document. (2 marks)

(e) Perform each of the following on the document

(i) Format the title **"Population census"** as follows: (3 marks)

(I) Font size: 36 pts

(II) Font style:algerian,

(III) italize and bold

(ii) Apply each of the following to the bulleted list: (2 marks)

(I) Line spacing 1.5

(II) Justified alignment

(f) Apply each of the following formats to the text in the document: (2 marks)

(i) Drop cap to the word "First'' in the paragraph with a spacing of 0.75 mm.

(ii) Distance from text 0.5mm

(iii)Lines to drop 2

(g) (i) Apply the following indentation features to the paragraph starting with the phrase "The first known population ……" (2 mark)

(i) Hanging indentation

(ii) 3.05 cm.

(h) Insert footer on the document as follows: (2 marks)

(i) Your index number: Left aligned

(ii) Insert page number at the top right hand corner of the document.

(i) Insert a break at the end of the document created such that the new appears section on a new page. (1 mark)

(j) Insert a text watermark: **Census 2019 Report**, color, red. (2 marks)

(k) (i) Create the table as it appears below. (4 marks)

Year	Population (millions)
1897	2.5
1948	5.4
1962	8.6
1969	10.9
1979	15.3
1989	21.4
1999	28.7
2009	37.7
2019	47.6

(ii)Calculate the total population in the years represented above (2marks)

(iii)Using the table above, create a bar chart to reprent the information shown in the following table. (3 marks)

(iv)Apply a grey background to the chart area created in (i). (1 mark)

(v)Insert a caption "**CENSUS 2019 REPORT (MILLIONS**)" on the barchart. (1 mark)

(vi)Change the orientation of the page containing the chart to landscape. (1 mark)

(l) Apply line page border of thickness 6 pt to the page containing the chart. (1 mark)

(m) Save the document and print it on both sides of the paper. (1 mark)

QUESTION 2

GEN-Z Computer College received donations from the government and they decided to buy computer accessories. The following items were brought to the school by the suppliers as illustrated in the table below:

S.No	Name	Item Sold	Quantity	Company	Amount	Date Of Birth
001	Kimberley Chepchumba	Optical Mouse	50	Malaba	200.00	2/07/2000
002	Jane Otieno	Desktop System unit	5	Kona	5,000.00	3/07/1980
003	Mercy Kwamboka	Traditional Key-board	40	Vumbi	200.00	4/07/1992
004	Mary Kwambai	CD Writer	20	Malaba	2,000.00	5/07/1998
005	Faith Nekesa	Computer covers	54	Kona	2,000.00	6/07/2001
006	Penina Kiptui	Joysticks	5	Vumbi	200.00	7/07/2002
007	Tabitha Moraa	LCD Monitors	23	Kona	5000.00	8/07/1991
008	Maria Atieno	Antiglare screens	12	Malaba	2,500.00	9/07/1992
009	Janet Kibe	Flexible Keyboard	4	Vumbi	200.00	10/07/2012
010	Peacela Daudi	Projectors	5	Kona	6,000.00	11/07/2000
011	Tembo Laura	Tower-type Com-puter system	10	Kona	5,400.00	12/07/2003
012	Manda Kibaba	Ergonomic keyboard	10	Vumbi	200.00	13/07/1990
013	Jean Toto	Software	2	Malaba	3,000.00	14/07/1996

(a) Enter the **column headers** into work sheet 1 and save it as **PURCHASES** (1mark)

(b) Restrict all the cells in the Amount column to allow entry of amounts between 0 and 6000. A message, “Input amount <= 6000” should be displayed whenever a cell is selected. Incase of an invalid entry, the message, “Amount >6000”, should be displayed (2marks)

c) Enter the rest of the data in the (13marks)

d) Enter the following title and subtitle in the blank rows respectively: **GEN-ZEE COMPUTER COLLEGE** and **SUPPLIER DETAILS**. Rotate the title 45 degrees, Merge and Centre the title and subtitle across the columns that contain data. (3marks)

(e) Copy the content of Sheet1 to **Sheet 2** into the exact position and Rename it as **Updated price**. (1mark)

f) Insert a new column after the Amount column and label it **"Updated price."** After the 'Maanda-mano' the suppliers of the items decided to decrease all their items by 10%. Enter the percentage into cell **B21.** Using absolute referencing, calculate the **Updated price** of each of the items in the "**Updated price** column (3marks)

g) Insert a new column-**Total price** after the column-**updated price.** Calculate the total amount payable to the suppliers based on the quantities of the items procured (use updated (2marks)

h) Using functions:

(i) Rank the suppliers based on the total price of supplies in descending order. Include a new Column-rank after total price (2 marks)

(ii) Compute the highest **Total price** procured from each supplier. Compute this in cell **H22** (1 mark)

i) Insert a new column-Age. Using the current date, calculate the **ages** of all the suppliers (3marks)

j) Insert a blank column. Label the new column as **Tax relief.** Using if function compute the tax relief (4mrks)

TOTAL PRICE	**TAX RELIEF**
Total price: >20,000	**3%**
Total price: between 8000 and 20,000	**2%**
Total price between 6000 and 7,999	**1%**
Total price <6000	**0.5%**

k) Format the amount column to prefix Ksh (1mark)

l) Create an input mask (forms) that can be used to enter data from the table (3marks)

m) Copy the content of **Sheet1** to **Sheet 3** and Rename it as **Subtotals**. Using **subtotals sheet**, find subtotals for each Company and display the **Grand Total**. (3mks)

(n)Using the **subtotals sheet**, Create a column graph (bar graph) to compare the total cost of all items bought from each company. The x-axis should be labeled as **"Names of company"** and the y-axis "**Total cost of items**". Each bar should display a total value it represents on top of it and the supplier's name below it. The title of the graph should read. **ANALYSIS OF SUPPLIERS.** Include the legend. Place the graph on a new sheet and rename the sheet as **GEN-ZEE GRAPH** (4marks)

(o) Put the header as your **Name**, **School** and **Index number** as footer for every sheet in your workbook. (1mark)

(p) Save your work on a removable storage media and Print **PURCHASES, SUBTOTALS** and **GRAPH** (3mks)

SPREADSHET	MAXIMUM MARK	STUDENT MARK
Column headers into work sheet	1mk	
Save it as **PURCHASES**	1mk	
Restrict all the cells in the Amount column to allow entry of amounts between 0 and 6000.	1mk	
A message, "Input amount <= 6000" should be displayed whenever a cell is selected.	1/2mk	
Incase of an invalid entry, the message, "Amount >6000", should be displayed.	1/2mk	
Data entry@1mk for 13 rows	1@row*13rows=13mks	
GEN-ZEE COMPUTER COLLEGE	1/2mk	
SUPPLIER DETAILS.	1/2mk	
Rotate the title 45 degrees,	1mk	
Merge and Centre the title and subtitle	1mk	
Copying the content of Sheet1 to **Sheet 2**.	1/2mk	
Renaming it as **Updated price**	1/2mk	
Insert a new column- **"Updated price."**	1/2mk	
Entering 10% into cell **B21.**	1/2mk	
Using absolute referencing to calculate **Updated price**	2mks	
Insert a new column-**Total price**	1/2mk	
Calculate the total amount payable to the suppliers	11/2mk	
Inserting a new Column-**rank**	1/2mk	
Rank the suppliers based on the total price of supplies in descending order	11/2mk	
Highest **Total price** procured from each supplier.	1mk	
Insert a new column-Age	1/2mk	
Using the current date, calculate the **ages** of all the suppliers	21/2mks	
Inserting a blank column- **Tax relief.**	1/2mk	
Using if function compute the tax relief	3mks	
Format the amount column to prefix Ksh	1mk	
Create an input mask (forms)	3mks	
Copy the content of **Sheet1** to **Sheet 3** and renaming **Subtotals**.	1/2mk @	
Using **subtotals sheet**, find subtotals for each Company and display the **Grand Total**.	2mks	
Create a column graph (bar graph)	1mk	
The x-axis **"Names of company"**	1/2mk	
y-axis "**Total cost of items**".	1/2mk	
display a total value it represents on top of it and the supplier's name below it.	1/2mk	
The title -**ANALYSIS OF SUPPLIERS.**	1/2mk	
the legend.	1/2mk	
the graph on a new sheet- renamed **GEN-ZEE GRAPH**	1/2mk	
Header- **Name**, **School**	1/2mk	
footer - **Index number**	1/2mk	
Print **PURCHASES, SUBTOTALS** and **GRAPH**	3mks	
TOTAL	**50**	

	WORD PROCESSORS	**MAXIMUM**	**STU-DENT**
a)	i) Creating a Folder and naming(index number) ii) Typing and saving the passage as CENSUS(*Existence in folder*) • Two paragraphs • Graphics(cylinders and a circle) • Patterns on cylinder shapes • Bullets • Labels(text in object) • Double strikethrough • WordArt • Vertical text rotation • Columns with lines between • Multi-level listing • Double underline	1mark 1 marks @1mk (2mks) @1mk (3mks) 1 mark 1 mark 1 mark 1 mark 1 mark 1 mark 1 mark 1 mark 1 mark 1 mark	
b)	**Creating a copy new document** Saving the document as **Census2** *(Existence in folder)*	1mark 1 mark	
c)	Setting: i) margin 1 inch all round ii) paper size A4	1mark 1mark	
d)	Spell check the document(*no errors*)	2 marks	
e)	**i) Format title "Population Census" as:** -Font size 36 pts -Font Style: Algerian -italicize and bold ii) Applying(*to bulleted list*) -line spacing 1.5 -Justified alignment	 1 mark 1 mark 1 mark 1 mark 1 mark	
f)	**Formatting text in the document** i) Drop cap the word "First" and spacing of 0.75 mm ii) Distance from text 0.5 mm iii) Lines to drop 2	 1mark ½ mark ½ mark	
g)	i) Hanging indentation ii)n By 3.05 cm	1mark 1mark	
h)	**Inserting footers** i) Index number left aligned ii) page number at the top right corner	 1mark 1mark	
i)	**Insert** Break at the end of new document	 1mark	
j)	Water mark created: **Cencus 2019 Report** Watermark color red	1mark 1mark	
k)	i) Creating a table ii) Calculating otal population/Bar chart created iii) Grey background created to the chart iv) Caption "**CENSUS 2019 REPORT (MILLIONS)**" inserted v) Page Orientation on chart page to landscape	4 marks 3 marks 1 mark 1 mark 1 mark	
l)	Applied line page border on page with the chart Border Line thickness 6pt	1 mark 1 mark	
m)	**Printing:** -Document both sides/ Chart printed	 1 Mark @	
	TOTAL	**50**	

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COMPUTER STUDIES

PAPER 2

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 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 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 or the removable storage medium used.
k) This paper consist of 4 printed pages, candidate should check to ascertain that all the questions are there.

QUESTION ONE (50 MARKS)

1. The following table contains details of Baharini Girls School

ADM NO	House No	Stud name	DOB	RECEIPT NO	Fees Paid(kshs)	Fees Bal(kshs)	House Name	KCPE MARKS	House Capacity
1001	H20	Alice K	7/4/1999	101	20000	5000	Simba	380	200
1050	S08	Lilly O	2/3/2002	894	18000	7000	Chui	350	150
1202	P30	Mary	8/10/2000	500	23000	2000	Kifaru	400	180
1025	H20	Juliet	4/4/2000	258	25000	0	Simba	358	200
1200	S08	Joan	5/1/2001	259	15000	10000	Chui	398	150
1278	H20	Milly	3/4/1998	200	15000	10000	Simba	402	200
1201	P30	Linet	2/7/1998	205	20000	5000	Kifaru	356	180
1203	S08	Lisper	9/5/2001	209	25000	0	Chui	403	150

REQUIRED

a) Create a database file that can be used to store the above data. Name the file **Baharini School**. (2mks)

b) Create the above table and save it as **School table** (2mks

c) Split and create 3 tables from School table, namely **student details**, **Accounts table** and **dormitory table and** fill in their details (9 mks)

d) Format the following fields as follows:

i. House Capacity to maximum of **3 characters**. (1mrk)

ii. Date of birth as data type **Time/date** (1mrk)

iii. Fees paid and Fees balance in Kshs. In **two decimal points** (2mrks)

iv. House name of data type **look up** typed. (1mrk)

e) Create a relationship between the three tables (3mks)

f) Using appropriate forms, Enter the information given into the **Four** tables (12mks)

g) Create a query for all students housed in Chui with their Adm no and Fee balance save as **Chui query** (3mks)

h) Design a "**current age query"** to display name, Fee paid and current ages of all the students (5mks)

i) Create a query **Last born** to display Adm no of all the students who were born after 1999 and have paid more than 20,000. (4mks)

j) Create a report "**Hefty Balances"** showing students with fees balances and calculate total balance (3mks)

k) Print, The **Last born query, Hefty balance report** (2mks**)**

2. **QUESTION 2** *(50MARKS)*

Use a spreadsheet to manipulate data in the table below.

ADM NO	STUDENT NAME	STREAM	COMP	ART	B/ST	ENG	MATHS	TOTAL	MEAN	RANK
C001	Barasa	H	56	45	36	56	26			
C002	Wangila	K	58	57	90	54	23			
C003	Wafula	H	48	56	54	45	25			
C004	Wanjala	K	78	95	78	46	24			
C005	Kerubo	H	49	86	68	35	52			
C006	Akinyi	K	56	45	25	63	54			
C007	Odhiambo	H	75	78	45	65	56			
C008	Okunyuku	K	89	69	65	53	51			
C009	Nekesa	H	69	58	45	54	52			
C010	Simiyu	H	85	46	78	52	53			
	TOTAL									
	AVERAGE									
	HIGHEST SCORE									
	LOWEST SCORE									
	COUNT FOR H									
	COUNT FOR K									

a) Enter the data in all bordered worksheet and fit all column. Save the workbook as **mark 1** **(**13mks)

b) Find the total and mean marks for each Student using a formula (2mks)

c) Find Total and Mean for each **subject** using a function (2mks)

d) Using a function Count the number of students in stream H and K (2mks)

e) Find the Lowest and the highest score per subject using a function (2mks)

f) Rank mean student in descending order using the mean (2mks)

g) In cell B20 count the number of students with a mean mark of 70 and above. (2mks)

h) Create a column called **Grade** between ***Mean*** and ***Rank*** . Grade all the students based on the mean score as follows: greater than 70 "**Distinction**" Greater than 50 "**Credit**" Greater than 30 "**Pass**" else **Fail, by using a IF function**. (3mks)

i) Create a well labeled column chart on a different sheet to show the mean mark of every student. Rename the sheet as **Chart 1.** (5mks)

j) Using **mark1,** use copy it to sheet 4 filter to display Stream H rename the sheet as **Stream H** (5mks)

k) Copy the data in sheet 1 to sheet 3 and filter the data display only the students with distinction rename the sheet as it as **Mark 2** (3mks)

l) Print **sheet 1,Chart 1** and the **Mark 2, Stream H** (4mks)