

NYAHOKAKIRA CLUSTER TWO 2024

Kenya Certificate of Secondary Education

451/2

COMPUTER STUDIES

Paper 2

July 2024 – 2½ Hours

Name: Adm. No:

Stream..... School.....

Instructions to Candidates

- (a) Write your **name, stream, admission number and school** in the spaces provide above.
 - (b) Answer **all** the questions in the answer booklet provided.
 - (c) Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.
 - (d) Candidates should answer the questions in English.
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For Examiner's Use Only

QUESTION	MAX SCORE	CANDIDATE SCORE
1	20	
2		
TOTAL SCORE		

Answer ALL the questions

1. (a) Type The Text Below As It Is Into A Word Processing Software. Save the document as Stress (19 marks)

The corporate world has its own range of stress designed to play havoc with the psyche of an employee coping with ambiguous instructions, difficulties in co-ordination amongst various department , communication gaps, alienation and the constant conflicts that occurs between the employees and the corporate norms or objectives are just a few of these.

Many employees, with creative potential, exhibit a total lack of motivation and resign themselves to a boring routine, because of external compulsion. As they enter the corporate scene, many compromise their creative needs. They were compelled to hide their true selves behind their corporate masks and stress is created in the mind and this is where all attention is to be focused. Stress is not everybody'

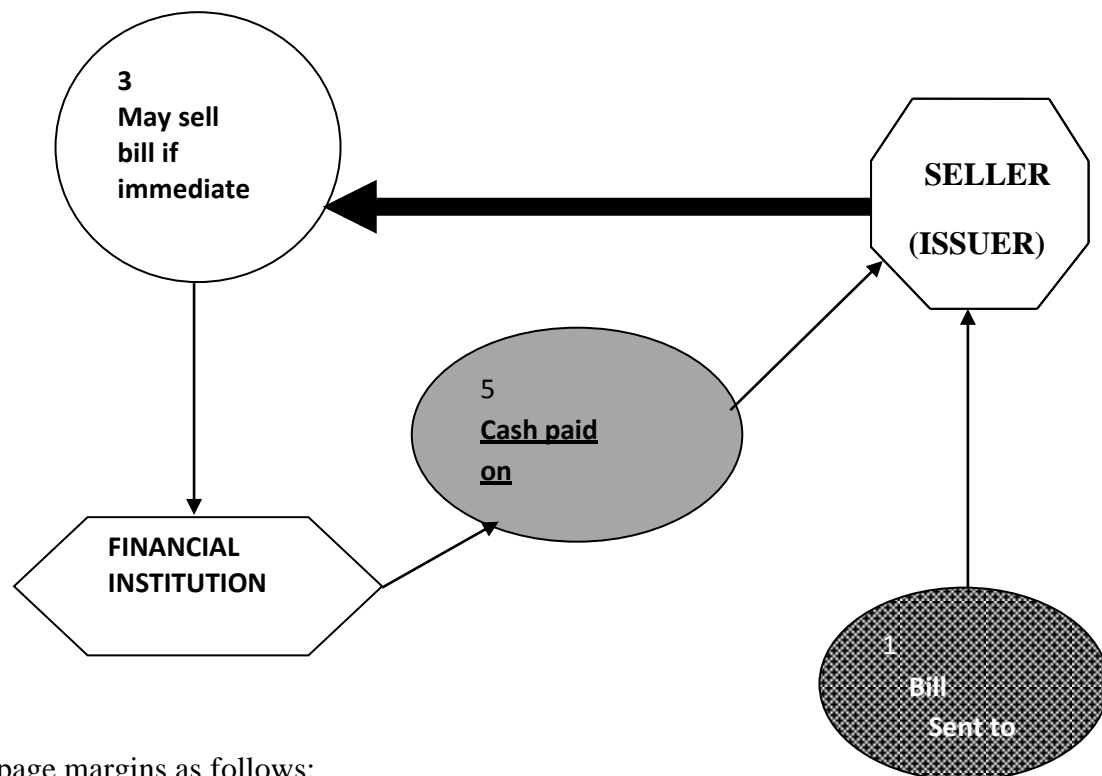
- (First) Delicacy
- (Second) Anxiety
- (Third) Insomnia
- (Forth) Irritability
- (Fifty) Depression
- (Sixth) Blood pressure and other cardiovascular complications.

STRESS CAUSING FACTORS

EXTERNAL STRESS CAUSING FACTORS			
<i>Highest Stress Rating</i>	<i>High stress rating</i>	<i>Moderate stress rating</i>	<i>Low stress rating</i>
Death of partner	Reconciliation with a partner	Family Arguments	Change of school
Divorce or separation	Retirement	Large mortgage bond	Holidays
Prison Sentence	Pregnancy	Difficulties with in laws	Change of contacts with relatives
INTERNAL STRESS CAUSING FACTORS			

- Avoidance-avoidance conflicts
- Approach Approach conflicts
- Approach Avoidance conflicts
- Personality
- Guilt
- Temperaments

- a) Save a copy of the document created above as “Stress 1” in the folder created. (1 mk)
- b) Align the text below the second paragraph to the right (1 mk)
- c) Insert the footnote “Top grade Evaluation Test” (2 mks)
- d) Move the title “Stress causing factors” to the top of the first paragraph (2 mks)
- Format the title as follows (4 mks)
- i. Alignment: centre
 - ii. Font color: Red
 - iii. Font size: 17
 - iv. Font type: Arial Black
- e) Space the whole document to 1.5 (2 mks)
- f) Create a two columns using paragraph two and insert a line to separate the columns. (3 mks)
- g) Create the object below using the drawing toolbar (8 mks)



- a) Set the page margins as follows:
- i. Top = 0.7” (1.78 cm)
 - ii. Left = 0.9” (2.29 cm)
- (2 mks)
- b) Insert page number. It should be in roman number and aligned to the centre (3 mks)
- c) Print Stress and Stress1 documents (2 mks)

2. Excel school ordered computer accessories and the following suppliers provided the following as illustrated below.

Supplier Name	Item Sold	Amount	Date
Joseph	Mouse	200.00	2/11/2015
Peter	System unit	5,000.00	3/11/2015
Tony	Keyboard	200.00	4/11/2015
Mike	CD Writer	2,000.00	5/11/2015
Joseph	Computer System	2,000.00	6/11/2015
Peter	Mouse	200.00	7/11/2015
Tony	Mouse	200.00	8/11/2015
Mike	System Unit	2,500.00	9/11/2015
Joseph	Keyboard	200.00	10/11/2015
Peter	CD writer	3,000.00	11/11/2015
Tony	Computer System	5,400.00	12/11/2015
Mike	Mouse	200.00	13/11/2015
Joseph	System Unit	3,000.00	14/11/2015
Peter	Keyboard	200.00	15/11/2015
Tony	CD Writer	2,500.00	16/11/2015
Mike	Computer system	6,000.00	17/11/2015

- Enter the data shown into a spread sheet and save the workbook as **csaccessories**. (11marks)
- Copy the content of Sheet 1 to Sheet 2 into the exact position and rename it as **New price**.(3marks)
- In **New Price sheet** insert a new column after the Amount column and label it “New price”. The suppliers of the items decided to increase all their items by 20%. Enter the percentage into cell A18. (2marks)
- Using absolute referencing, calculate the New price of each of the items in the “New price” column. (3marks)
- Copy the content of Sheet 1 to Sheet 3 and rename it as **Subtotals**. Using subtotals sheet Find subtotals for each supplier and display the Grand Total. (6marks)

- f) Using the subtotals sheet, Create a column graph to compare the total cost of all items bought from each supplier. The x-axis should be labelled as “Names” and the y-axis “cost 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, **SUPPLIERS COMPARISON TOTALS**. Place the graph on a new sheet and rename the sheet as **Column GRAPH** (8marks)
- g) Insert a new sheet into the workbook. Rename this sheet as “**Filtered**”. Copy and paste the contents of **New Price sheet** then filter the records of all suppliers whose New price is greater than or equal to 6000 or less than 250. (6marks)
- h) Open sheet 1. 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. In case of an invalid entry, the message, “**Amount >6000**”, should be displayed. Put an inside and outside border on data on sheet 1. (5marks)
- i) Use the sheet name as the header and your name and School as the footer for every sheet in your workbook. Save all the changes. (3 marks)
- j) Print all the worksheets. (3marks)