NAME……………………………………………INDEX NO……………CLASS………….

SCHOOL…………………………………………CANDIDATES SIGNATURE………….

DATE……………………….………………

451/2
COMPUTER STUDIES
PAPER 2
(THEORY)
JULY 2018
TIME: 2½ HOURS

LANY ACHIEVERS F4 EXAMINATION – 2018

Kenya Certificate of Secondary Education
COMPUTER STUDIES
PAPER 2
(THEORY)
TIME: 2½ HOURS

INSTRUCTION TO CANDIDATES.

1. Indicate your Name and Index Number at the top right hand corner of each printout.
2. Write your Name and Index Number on the Storage medium provided (optional).
3. Save **All** your work in My document folder which has been created.
4. Passwords should not be used while saving in any media.
5. Answer **All** the questions.
6. All questions carry equal marks.
7. Make a printout of the answers on the **A4** papers provided.
8. Hand in **All** the printouts and the storage media.

This paper consists of 3 printed pages. Candidates should check carefully
to ascertain that all the pages are printed as indicated and no questions are missing.

QUESTION 1

a) Use a DTP software to design the publication as shown below   (1 mark)

b) Prepare the page layout as follows:
      (i) Paper size A4 portrait.   (2 marks)
      (ii) Set the margins to 0.5 inches all round.   (2 marks)
      (iii) Divide the page into TWO equal horizontal parts using a ruler.   (2 marks)
      (iv) The border should occupy half the page from the margins.   (2 marks)

c) Create the logo to occupy between 0.8'' to 1.80'' left and 0.70'' to 1.85'' from top.   (9 marks)

d) The title should occupy between 1.70'' to 7.50'' across and 0.75'' to 1.45'' from top. Font Arial black with italics and fill effect pattern of dark horizontal.   (7 marks)

e) The OFFICIAL RECEIPT should occupy 2.50'' to 5.70'' acrossand 1.50'' to 2.00 from top. Font Book antique size 26, bold and centered.   (4 marks)

f) The rest of the text is in font Bodoni MT size 12, except for the footer which is size 9.   (9 marks)
      (i) Align all the text as shown.   (2 marks)
      (ii) Group the publication as one.   (2 marks)
      (iii) Fit TWO copies of the design into a single page.   (1 mark)

g) Include a page header with your name, class and index.   (4 marks)

h) Save as INVOICE.   (1 mark)

i) Print the publication.   (2 marks)

Question 2

a) Create a database named 'YATTA COLLEGE'.   (2 marks)

b) Create a table with the following fields using appropriate data types;

Adm No. First Name, Last Name, Course, Date of Admission and completed. Save it as

STUDENT DETAILS. (8 marks)
c) Create a columnar form that would be used to enter data into STUDENTS DETAILS and save it as
STUDENTS DATA ENTRY. (3 marks)
d) Use the above form to enter the following data into the database. (6 marks)

Adm No	First Name	Last Name	Course	DOA	Completed
3224	John	Flora	IMIS	12/01/2011	Yes
4455	Mary	Mutua	Accounts	24/12/2009	Yes
6677	Benard	Maingi	French	15/5/2011	No
7760	David	Naja	IMIS	01/4/2011	No
2312	Evy	Danson	French	23/8/2009	Yes
6547	Joy	Kelly	IMIS	4/3/2011	No
6579					

e) Create
Receipt N

f) Link S

g) Enter

Adm No		
3224		
4455	30000	121
6677	30000	152
7760	25000	134
2312	30000	145
6547	23000	124
6579	30000	150

h) Create a query to display details; Adm no, First Name, Last Name, Fees Paid. Save it as FEE
PAID. (5 marks)
i) Display a list showing the last name and fee balance for all students who owe the college over
10000 given that the total fees for each course is 30000. Save as SEND HOME. (5 marks)
j) Certificates are to be given only to those who have paid the full amount. Create a query, having
the Adm No, First name, Last Name and course for all students to be awarded the certificates. Same
as GRADUANTS. (5 marks)
k) Prepare reports for STUDENTS DETAILS, FEES PAYMENT, FEE PAID, SEND HOME,
GRADUANTS. (5 marks)
l) Print out the reports in (l) above. (2 marks)