

451/2
COMPUTER STUDIES
(PRACTICAL)
Paper 2
September 2021
2 ½ Hours

MOMALICHE 3 CYCLE 8

Kenya Certificate of Secondary Education (K.C.S.E.)

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(PRACTICAL)
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Instructions to Candidates

Indicate your name and index number at the top right hand corner of each printout.

Write your name and index number on the storage medium provided.

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 storage medium.*

*Answer **all** the questions.*

All questions carry equal marks.

*All answers **must** be saved in your storage medium.*

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

*Hand in all the **printouts** and the storage medium.*

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

1. Mr. Chirchir Mungai owns houses for rent. The Table 1 below is a record of his tenants' rent payments.

Tenant ID	Tenant Name	House Number	Month	Amount (Ksh)
2019	Akinyi	A1	January	3,000
2022	Maloi	A2	January	4,000
2038	Nduta	B1	January	4,500
2059	Rop	B2	January	4,500
2070	Mutua	C1	January	4,000
2019	Akinyi	A1	February	3,000
2022	Maloi	A2	February	4,000
2038	Nduta	B1	February	4,500
2070	Mutua	C1	February	4,000
3050	Kagu	C2	February	3,500
2022	Maloi	A2	March	4,000
3050	Kagu	C2	March	3,500

Table 1

a) Create a database file that can be used to store the above data. Name the file 'Rent'. (2

Marks)

b) Create two tables, one to store tenant details and another to store tenant rent payment.

Name the tables 'Tenants' and 'Payments' respectively. (9 Marks)

c) Create a relationship between the two tables. (3 Marks)

d) Design a form to be used to enter data into each of the two tables. (7 Marks)

e) Enter the information given into the two tables. (9 Marks)

f) Create a report showing the amount Mr. Chirchir Mungai received from each tenant, the total for each month and the total amount he received over the three months. The report should be titled 'Rent Income'. Save the report as 'Income'. (8 Marks)

g) (i) Create a query named 'statement' to extract Maloi's records of rent payment. (4 Marks)

(ii) Create a report named 'Tenant Statement' showing Maloi's rent payment history. The report should be titled 'Tenant Statement'. (4 Marks)

h) Print the two tables and the two reports. (4 Marks)

2. Green Company is a company dealing with the collection and payment of tea farmers. Assuming you are working for the Company and you have been given the following data

Zone	Farmer's No	Name	Green leaves delivered in (Kg)	Gross Pay	Transport Cost	Co-op Deductions	Net Pay
A	142	William Kiyapi	1253				
B	143	Festus Gichui	2563				
B	144	Mirui Maye	4523				
B	145	Kirwa Keter	1023				
A	146	Benjamin Segó	8563				
C	148	Sheila Bungei	4123				
C	149	Nancy Maru	5236				
A	150	Kariuki Thige	8963				
C	151	Polycap Onyango	12356				

a) Enter the data shown above into a spreadsheet giving it an appropriate title (centered) and save the

Workbook as Mock 1. And rename the worksheet as Entries

(10mks)

b) Copy the data to a new worksheet and enter details of farmer Mike Rua of Zone A No 147 with green

Leaf 4, 5632 Kg was left out insert the details in the appropriate row.

(1mk)

c) Insert borders after every cell and every row. (2mks)

d) Use a function to calculate the gross pay for Farmer No 142 given that the price of green leaves is

Sh.14.00 per kg (3mks)

e) Copy the formula for gross pay across the column to calculate the gross pay for all the farmers (2mks)

f) Use if function to Calculate transport cost for all farmers given that transport is charged

Per Kg as follows (5mks)

Zone	Transport Cost per Kg
A	1.00
B	1.50
C	2.00

g) Insert the value 20% in cell E14. Using absolute cell referencing calculate co-op Deductions given that the co-op deduction is 20% of the cost.

(4mks)

h) Using a function calculate the net pay given that Net pay is Gross pay minus Transport cost plus co-op deductions. (4mks)

i) Format the columns containing currency values to currency with 2 decimal places and Prefix Ksh. Rename the worksheet net pay and save it as Mock 2 (3mks)

j) Use subtotals function to calculate subtotals for green leaves delivered, gross pay and net Pay from each zone. (5mks)

k) Create an embedded pie chart showing the total Green leaf for each zone the chart should Have the following details save it as Mock 3 (5mks)

a. Chart title Zone Total Gran leaf

b. Legend Position Right

l) Print Mock 1, Mock 2, and Mock 3 in landscape orientation.

(6mks)