



MOI HIGH SCHOOL  
KABARAK



Kenya Certificate of Secondary Education

451/ 2

Paper 2

**Computer Studies - (Theory)**

**T3 2024 – 2 hours**

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					

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

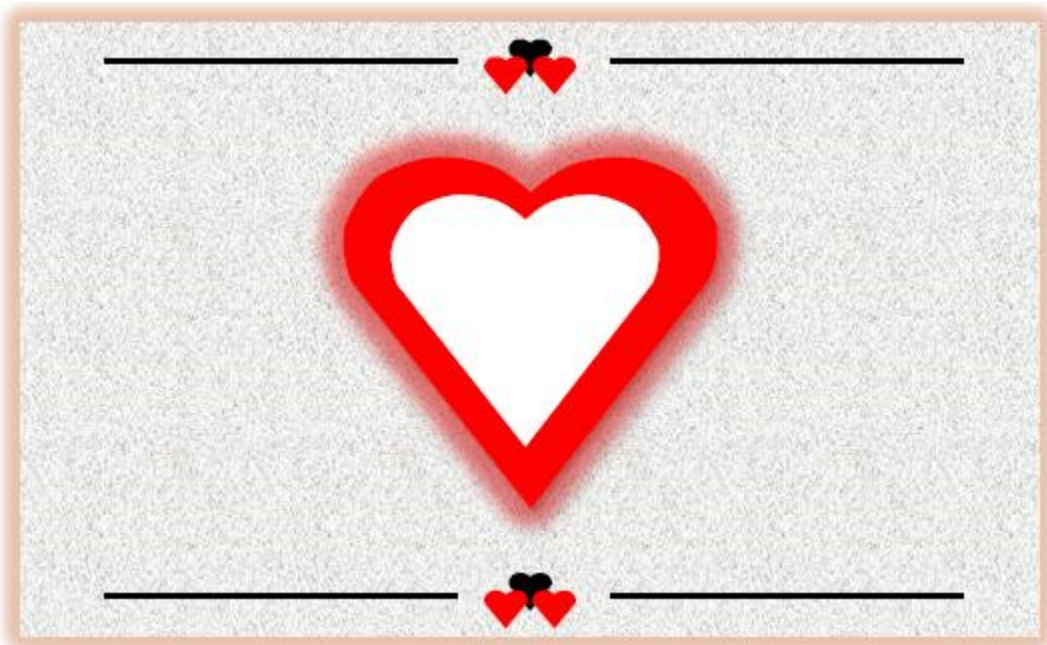
- g) Insert the value 20% in cell E14. Using absolute cell referencing calculate deductions, given that the deduction is 20% of the Total cost. (4 Marks)
- h) Using a function calculate the Net cost, given that Net cost is Gross cost minus deductions and gross cost is Total cost plus Transport cost (4 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)
- l) 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 **gold** 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**