NYAMBARIA HIGH SCHOOL

END OF YEAR EXAMS

Paving Way For Kenya Certificate of Secondary Education Success

Name …….. Admission no…….

Candidate's Signature…… Date…….

FORM 3

COMPUTER

PAPER 2

TIME: 2Hours

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Instructions to candidates

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

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

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

d) Answer all the questions

e) All questions carry equal marks.

f) Passwords should not be used while saving in the CD-RW provided.

g) All answers must be saved in your CD-RW provided.

h) Make a printout of the answers on the answer sheet.

i) Arrange your printouts and staple them together.

j) Hand in all the printouts and the CD-RW used.

k) This paper consists of 5 printed pages.

l) Candidates should check the question papers to ascertain that all the pages are printed as indicated and that no questions are missing.

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1. (a) Type and format the following document as it appears using a Word processor. Save it as **TELE1** **(24 marks)**

TELE AND VIDEO CONFERENCING

The advent of the information and communications technology has brought with it several advantages that need to be made use of by both the public and private sector. Not only are those technologies convenient but some are also cost effective.

Even though most of the communications technologies are currently widely in use - mobile telephones and internet - one area that needs seriously to be explored and utilised by both government institutions and private sector is tele and video conferencing.

Governments and the private sector need to take advantage of the facilities offered by tele and video conferencing

During the February 1 launch of the 'Just Like Home' seamless network by the region's three main mobile phone providers, Safaricom, MTN Uganda and Vodacom Tanzania, the celebrations were held in the three different countries at different times of the same day.

Nothing wrong with that only that the chief executives of the three firms were meant to be present at all the functions. I say 'were meant to' because I only attended the Nairobi launch.

After the Kenya launch, held at Nairobi's Serena hotel over breakfast from 7 am, the three CEOs, (Safaricom's Bob Collymore, MTN's Noel Meier and Vodacom Tanzania's Romeo Kumalo) were to proceed to the other two launches. These were first the Tanzania launch at lunch time and finally, the Uganda dinner launch in Kampala.

Imagine all the traveling involved and the resultant fatigue for the officials of the three firms, plus others who were part of the retinue. Even though one would argue that the traveling to all the three countries was necessary as there were papers to be signed, reliable sources tell me that what was happening on February 1 was just a formal exercise. Everything else, including the paperwork and memoranda of understanding had already been signed.

The second instance when holding a video conferencing would have been more ideal was recently when Ethiopia's premier Meles Zenawi made a few hours visit to Nairobi to discuss the Somalia crisis with the former President Kibaki

(b) Copy the entire page to a new document and apply the following changes.

i) Remove all the formatting features and the text box. **(2mks)**

ii) Character space the first paragraph to condensed at 24pts. **(2mks)**

iii) Increase the font size to 35. **(1mk)**

iv) Double stroke through the text. **(1mk)**

(c) On the last paragraph:

i) Apply in margin drop cap positioned to the right of the page **(2mks)**

ii) Apply multiple line spacing at 3.5pts. **(2mks)**

iii) Apply hanging indentation on the last paragraph at 1.2. **(2mks)**

v) Insert the current date on the right header of the page. **(2mks)**

v) Save the document as **Tele 2.** **(1mk)**

(c) The following table shows the percentage growth of the three mobile phone providers in two periods of six months in the years 2011, 2012 and 2013. Include it exactly and save the changes. Create a formula to calculate the total percentage growth over the three years for each period. (7marks)

(d)

Years	Safaricom		MTN		Vodacom	
	Period 1	Period 2	Period 1	Period 2	Period 1	Period 2
2011	10	7	12	6	5	8
2012	20	9	20	3	28	67
2013	10	9	7	39	17	1
TOTALS						

(d) Print **TELE1**, **Tele 2** **(1mk)**

2. Digital Computer Services is a company with numerous branches in East Africa. In order to monitor the performance of the branches and that of the cities in which the branches are located,
a database to organize the information is required.

(a) Create a database file and name it **DIGITAL SERVICES**. **(2 marks)**

(b) (i) Create a table containing the following fields: **(4 marks)**

Field Name	**Field Type**
STORE-ID	Number/Numeric
BRANCH	Text/Character
CITY	Text/Character
STAFF-SIZE	Number/Numeric

(ii) Make the field STORE-ID the primary key and save the table as **STORE**. **(2marks)**

(c) (i) Create a form from the STORE table and save it as **STORES-FORM**. **(2 marks)**

(ii) Use the form to enter the records below: **(5 marks)**

STORE-ID	**BRANCH**	**CITY**	**STAFF-SIZE**
1	Tudor	Mombasa	15
2	Bongo	Dar-es-salam	14
3	Sunset	Nairobi	21
4	Lakeview	Kampala	15
5	King'orani	Mombasa	9
6	Beach Town	Kisumu	16
7	ABC	Nairobi	89
8	Crane Ltd.	Kampala	7
9	Wheat Land	Nakuru	12
10	Ocean View	Dar-es-salam	6

(d) (i) Modify the STORE table to include an additional field with the heading SALES (SHS). **(2 marks)**

(ii) Enter the information below for each of the stores. **(2 marks)**

STORE-NO	**SALES (SHS)**
1	789,300
2	685,400
3	376,958
4	355,420
5	457,800
6	682,458

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7	541,000
8	235,420
9	352,415
10	433,443

(iii) In the STORES table, swap the fields CITY with BRANCH. **(2 marks)**

(e) (i) Create a query from the STORES table to display the fields BRANCH, CITY, STAFF-SIZE and SALES (SHS) for stores whose sales are less than 400,000. Save it as **STORES QUERY** **(4 marks)**

(ii) The sales increased by 10%. Using a query create a column named NEW SALES that will calculate the changed sales values. Save it as **NEW SALES**. **(3 marks)**

(f) (i) Create a tabular report with landscape orientation from the STORES table to display the fields in the following order.
STORE-NO, BRANCH, SALES (SHS) **(3 marks)**

(ii) Sort records in the report in alphabetical order of the BRANCH field. **(1 mark)**

(iii) Compute the total sales and place it below the SALES (SHS) column and change its font size to 14. Label as TOTAL SALES. **(6 marks)**

(iv) Place two straight lines cutting across the page, one above and one below the sales total. **(2 marks)**

(g) (i) Insert a header *DIGITAL COMPUTER SERVICES PERFOMANCE* in the report having font size 16 and center it across the page. **(3 marks)**

(ii) Remove the report pagination and insert your name and index number in its place and save the report as **PERFOMANCE**. **(2 marks)**

(h) Print **STORES**, **NEW SALES query** and **PERFOMANCE report**. **(3 marks)**

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