

451/2 – **COMPUTER STUDIES** – Paper 2

(PRACTICAL)

Apr. 2021 – 2½ hours



Instructions to candidates

- (a) Write your name and index number at the top right hand corner of each of the papers provided for printing.
- (b) Write your name and index number on the CD/Removable storage medium provided.
- (c) Write the name and version of the software used for each question attempted in the printouts used.
- (d) Answer **all** the questions.
- (e) All questions carry equal marks.
- (f) Passwords **should not be used** while saving files.
- (g) All files must be transferred to the CD/Removable storage medium.
- (h) Make printouts of your answers on the papers provided for printing.
- (i) Arrange your printouts and tie/staple them together.
- (j) Hand in all the printouts and the CD/Removable storage medium used.
- (k) **This paper consists of 5 printed pages.**
- (l) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- (m) **Candidates should answer the questions in English.**



1. The management of a company owning a chain of hotels intends to use a spreadsheet program to compute the revenues in thousands of Kenya shillings for the hotels during the 1st, 2nd, 3rd and 4th quarters. The hotels are rated as 2 star, 3 star, 4 star and 5 star. **Figure 1** shows an extract of the worksheet.

	A	B	C	D	E	F	G
1	HOTEL	STAR CATEGORY	1ST	2ND	3RD	4TH	TOTAL REVENUE
2	City Inn	4	174,400	177,400	127,900	180,800	
3	Forkland	2	173,700	111,300	194,900	103,700	
4	Highway	4	182,900	136,300	143,900	144,600	
5	Hiltop	5	188,500	124,700	173,500	171,200	
6	Membley	5	187,800	118,700	115,900	195,500	
7	Voyager	3	139,100	178,400	109,600	179,700	
8	Eden	2	200,000	112,200	109,100	117,200	
9	Palm tree	4	169,800	163,000	173,000	148,300	
10	The Shaza	5	163,900	106,800	107,100	150,500	
11							
12							
13							
14	Total Quarterly Revenue						
15	Administrative cost						
16	Percentage 30%						

Figure 1

- (a) Open a spreadsheet program and create the worksheet extract as it appears in **Figure 1**. Save the workbook as **Task 1**. (11 marks)
- (b) Use a function and cell addresses to calculate:
- total revenue for each quarter; (2 marks)
 - total revenue for each hotel. (2 marks)
- (c) (i) Insert two rows above row 1 and type the title “MBALAMBALA GROUP HOTELS” in cell A1. (2 marks)
- (ii) Merge the cells in the range A1:G1. (1 mark)
- (iii) Apply bold and font size 15 to the title. (1 mark)



- (d) Using cell addresses only, compute the administrative cost for each quarter given that the cost is a percentage of total revenue and the percentage rate is in cell B18. (3 marks)
- (e) Apply thick outside borders and regular inside borders to cells in the range A3: G18. (2 marks)
- (f) (i) Copy all the contents of the current worksheet to a new worksheet. (2 marks)
- (ii) Rename the old worksheet as **original** and the new worksheet as **formatted**. (2 marks)
- (g) (i) Change the page layout orientation of the formatted worksheet to landscape and the page size scaled to 80%. (2 marks)
- (ii) Enter the values 2, 3, 4 and 5 in the cell range B20 : B23 respectively representing the hotel star category ratings. (1 mark)
- (iii) Using a function and cell references:
- I. compute the total revenue for each hotel references;
- II. compute the total revenue for each hotel category in the 1st quarter using reference values in the range B20 : B23 in cells C20 : C23. (5 marks)
- (iv) Sort the revenues from the hotels in descending order of hotels. (2 marks)
- (h) (i) Create a column chart that compares the revenues of the hotels in star category 4 for the 1st and 2nd quarter. (4 marks)
- (ii) Format the chart created as follows:
- I. Chart title : “FIRST AND SECOND QUARTER REVENUES” (2 marks)
- II. Move the chart to a new sheet and rename the sheet as **FourStar Revenues**. (2 marks)
- (i) Save the changes and print later each of the following:
- (i) **original** worksheet showing the column and row headings; (2 marks)
- (ii) **formatted** worksheet; (1 mark)
- (iii) **FourStar Revenues** chart. (1 mark)

2. Popo City planners intend to use a Desktop Publishing program to draw a plan for a section of a city. Assume you have been given the task.
- (a) (i) Open a desktop publishing program and set the page layout orientation to portrait and paper size to A4. (2 marks)
 - (ii) Save the publication as **Task 2**. (1 mark)
 - (b) Create the city plan as it appears in **Figure 2** ensuring that the design covers the entire printable area of the page. (46 marks)
 - (c) Save the changes and print the publication later. (1 mark)

499

A010

check www.freekcsepapers.com for free learning material



POPO CITY PLAN

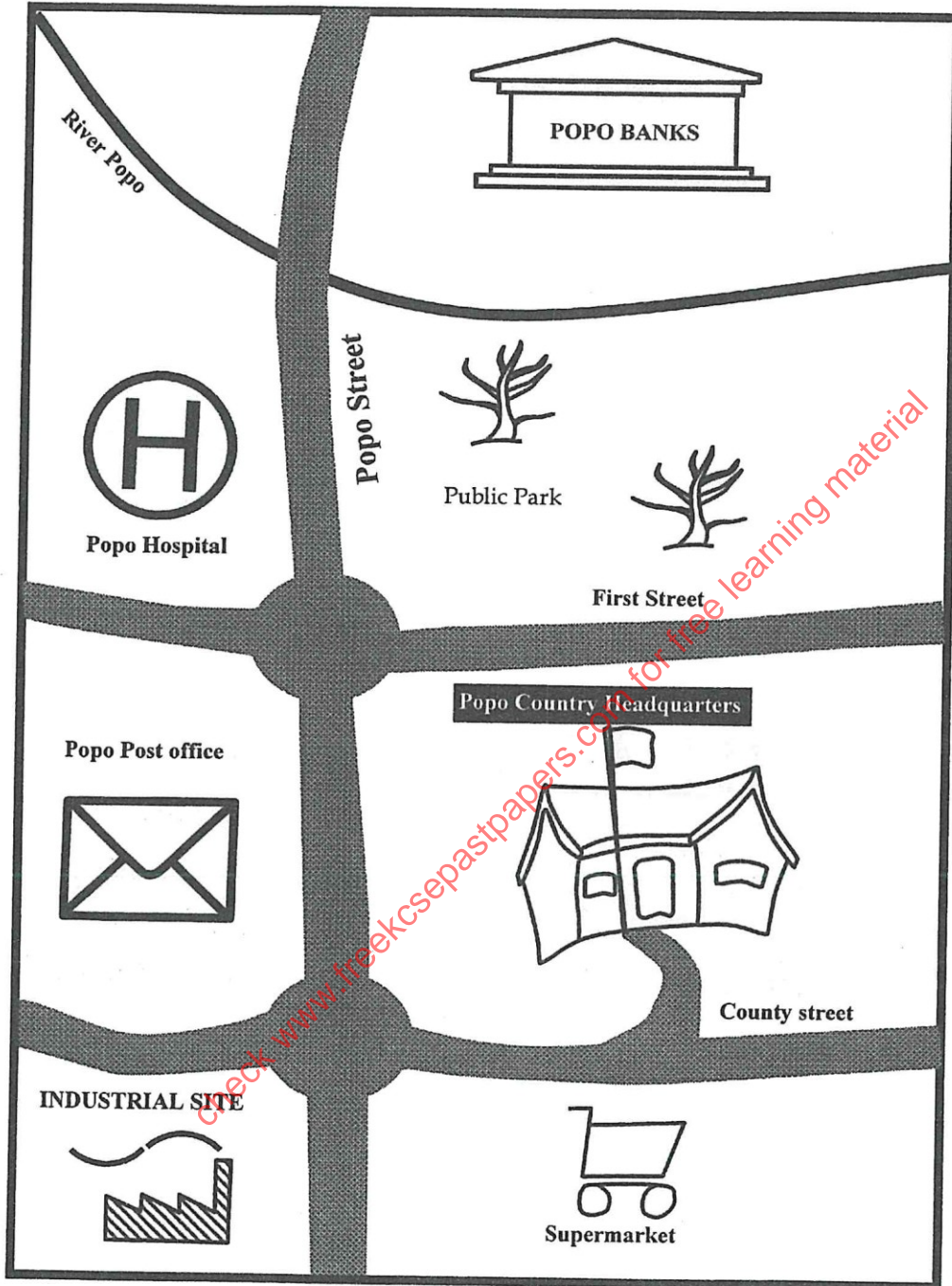


Figure 2

THIS IS THE LAST PRINTED PAGE.

BLANK PAGE

check www.freekcpastpapers.com for free learning material



BLANK PAGE

check www.freekcepastpapers.com for free learning material

499

A010

BLANK PAGE

check www.freeksepastpapers.com for free learning material

