

KCSE TRIAL 2020
COMPUTER PAPER 2

1.
(a). Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below. (12 marks)

MWANGAZA HIGH SCHOOL

P.O. BOX 4800

KERICHO

8TH FEBRUARY 2020

<NAME>,<ADMNO>,

<ADDRESS>

<TOWN>

Dear <NAME>

REF: 2019 KCSE RESULTS.

I am happy to inform you that the NOV-DEC Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00 a.m in order to know the details. Remember to carry your original KCPE certificate and examination registration card bearing the index number.

Yours's truly,

Head teacher

Data source (List of Candidates)

Name	Adm.No	Address	Town	Date to visit
Mark Otieno	8074	P.O. BOX 24	Sondu	02/03/2020

Kevin Kirui	8189	P.O. BOX 172	Kericho	08/03/2020
Bernard Soi	8065	P.O. BOX 84	Bomet	24/03/2020

Required:

- i) **Save** Main document as Main Doc (1 mark)
- ii) **Save** Data source as Data source (1 mark)
- iii) **Change** the addresses and reference font size to 14pts (1 ½ marks)

2. Perfect Pizza Factory manufactures pasta for distribution to restaurants in Nairobi. Assuming that you are now working for the factory and have been given the following sales data:

	A	B	C	D	E	F	G	H	I
1	Restaurants	July	August	September	October	November	December	Total product sales	Average
2		34567	45671	89650	67222	56113	96282		
3	Nankos	100000	97600	82199	105999	140664	190654		
4	Burgees	96543	97600	82199	105999	140663	190654		
5	Kenge	65000	97600	82199	105669	140663	190654		
6	Tika	103456	97645	82297	105669	140220	175000		
7	Appetos	76899	85400	96709	101324	140882	181230		
8	Marries	98000	97600	82199	105999	140663	190654		
9	Generals	25000	19654	15222	8000	5602	200		
10	My Café	86777	75432	84366	105999	55678	201345		
11	Shooters								
12									
13									
14	Total Monthly								

	sales								
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(iv). **Underline** the reference (1/2 mark)

(v). **Merge** the letter onto main document so as to produce copies for all the three candidates and save it as 'Results 2019'. (6 marks)

(vi). **Print** the letters (3 marks)

(b). **Type** the following text in a word processing software. (22 marks)

INTRODUCTION TO COMPUTERS & OPERATING SYSTEMS

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data (processing) and presenting the results of those operations (Information)
Basic characteristics that distinguish a computer from other information processing devices:-

- (i) A computer is electronic- That is, all its processing operations are carried out with electrical signals
- (ii) A computer can store information for future reference. This is done on a temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.
- (iii) A computer is programmable – unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

HOW A COMPUTER OPERATES

Converting the data (raw facts) into information (Organized, usable form) is called data processing.

Data get into the system by means of an input device.e.g keyboard then the computer performs the necessary calculations or manipulations on the data and finally the organized information is displayed by an output device e.g. a monitor.

FUNCTIONS PERFORMED BY A COMPUTER

Although computers have many applications, they can perform only three basic tasks.

- (i). Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)
- (ii). Test relationships between data items (by comparing values)
- (iii). Store and retrieve data

These skills are really no more than people can do, but the computer can accomplish the task more;

- Faster

- Accurately
- Reliably

Required:

- (a). **Align** the title to the centre and underline it. (1 marks)
- (b). **Add** border to the title (2 marks)
- (c). **Replace** all the Roman numbers with bullets. (2 marks)
- (d).
- (i) Insert the footer “End of Term One Examination 2020”. (2 marks)
- (ii) Insert the header “Your name and index No” (2 marks)