



- (ii) Sort the data in the worksheet in the part c(i) in ascending values of borrow type (2 Mark)
- (iii) Insert the subtotals in the sorted worksheet category subtotal based on Category and Charge (3 Mark)
- (d) Print charge worksheet, Category subtotal and the Chart (3 Marks)

2. ABC cleaning services offers cleaning services to clients categorized as Small, Medium, Corporate and Big.

The table in figure 1 represents the charges to their clients and number of cleaners depending on the client. The Administrative Charge(Ksh)/Day and Consumable fee(Ksh)/day are the charges made to the clients

Category	Administrative Charge(Ksh)/Day	Consumable fee(Ksh)/day	No of Cleaners
Small	5000	1000	4
Medium	10000	1500	6
Corporate	15000	2000	8
Big	20000	2500	10

Figure 1

The cleaners are paid a fixed amount of 500 shilling per day on each cleaning day.

Invoices are sent to Clients on monthly bases

The following tables shows data for the client and invoice table

CLIENT_ID	CLIENT_NAME	CATEGORY	TELEPHONE	CITY
c001	PARAMOUNT COMPUTERS	medium	(534) 324-2353	NAIROBI
c002	MARAMU INCORPORATED	small	(224) 234-5364	NAIROBI
c003	FARAWAY LIMITED	small	(336) 485-8568	NAIROBI
c004	BEYOND ENTERPRISES	corporate	(34) 546-7789	NAIROBI
c005	DRYMARK ENTERPRISES	medium	(234) 566-7898	MOMBASA
c007	EQUITY BANK	corporate	(122) 334-4567	KISUMU
c008	FERRYLAND	corporate	(223) 453-5678	KISUMU
c009	A.S.D.	medium	(123) 467-8890	MOMBASA
c010	TELCOMMUNICATIONS	medium	(123) 567-8899	MOMBASA
c011	SAMCHI COMMUNICATONS	medium	(098) 787-6654	NAIROBI
c012	UUNET	corporate	(555) 012-7344	NAIROBI
c087	UILO	big	(347) 348-3933	NAIROBI

Payment_Id	Cleaning_Date	CLIENT'S ID
1	01-Jan-19	c001
2	15-Mar-19	c002
3	04-Jan-19	c003
4	06-Feb-19	c005
5	14-Jan-19	c008
6	03-Dec-18	c009
7	12-Dec-18	c010
8	02-Oct-18	c011
9	07-Dec-18	c008
10	14-Nov-18	c087
11	11-Apr-19	c012
12	16-Oct-18	c011
13	12-Dec-18	c008
14	02-Aug-19	c010
15	19-Jul-18	c009
16	14-Jan-19	c005
17	21-Sep-18	c009
18	15-May-19	c011
19	12-Dec-18	c007
20	24-Apr-19	c011
21	11-Dec-18	c007
22	17-Jun-19	c001
23	23-Apr-18	c002
24	22-Mar-18	c011

- (a) (i) Create a database and save the database as cleaning (1 Mark)
- (ii) Create the two tables Client and Invoice (2 Marks)
- (iii) Create the relationship between the two tables (1 Mark)
- (iv) Fill in the data in the two tables (10 Marks)

(b) (i) Create a query to show Total charge made to the Clients with the following fields. CLIENT\_ID, CLIENT\_NAME, CATEGORY, TELEPHONE, CITY, Cleaning Date, Month, Year, Administrative Charge (Ksh), Consumable Fee And Total Charge. Save the Query as invoice

(14 Marks)

(ii) Create a query Based on the query in Part b(i) above with the following fields CLIENT'S ID, CLIENT\_NAME, CATEGORY, TELEPHONE, CITY, Cleaning, Date, Month, Year, Administrative Charge(Ksh), Consumable Fee And Total Charge. Save the Query as client invoice it should filter out the fields by criteria of CLIENT\_ID, Month and year

(3 Marks)

(iii) Create a query Based on the query in Part b(i) above which should show total annual invoices with individual monthly totals save the query as annual summary

(5 Marks)

(c) (I) Create a report based on b(ii) Showing all the appropriate summaries Save the report as monthly invoice

(5 Marks)

See sample below

Date	AdministrativeCharge	ConsumableFee	TotalCharge
02-Oct-18	Ksh 10,000.00	Ksh 1,500.00	<b>Ksh 11,500.00</b>
16-Oct-18	Ksh 10,000.00	Ksh 1,500.00	<b>Ksh 11,500.00</b>
Total			<b>Ksh 23,000.00</b>

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(ii) Create a report based on and b(ii) Showing all the appropriate summaries save the report as annualsummary

(5 Marks)

See sample Below

year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018			Ksh 11,500.00	Ksh 6,000.00			Ksh 11,500.00		Ksh 11,500.00	Ksh 23,000.00	Ksh 23,000.00	Ksh 93,000.00	Ksh 179,500.00
2019	Ksh 46,500.00	Ksh 11,500.00	Ksh 6,000.00	Ksh 29,000.00	Ksh 11,500.00	Ksh 11,500.00		Ksh 11,500.00					Ksh 127,500.00
													<b>Ksh 307,000.00</b>

2

(iii) Print

- Annual Summary report \_\_\_\_\_ (1Mark)
- Monthly Invoice report \_\_\_\_\_ (1 Mark)

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- Invoice Query \_\_\_\_\_ (1 Mark)
- Annual Summary \_\_\_\_\_ (1 Mark)