

KENYA HIGH SCHOOL
POST MOCK EXAMINATIONS
COMPUTER PAPER 2 FORM 4
2021
Kenya Certificate of Secondary Education

QUESTION ONE

1. (a) Assume you are the Director AMACO INSURANCE COMPANY LTD you want to update your customers on the current dues as per the insurance cover each client have. Use mail merge to write an official letter to **FIVE CUSTOMERS** informing them of this. Your letter must meet the following conditions.

- i. Must have the header at the top with the company's name as the letter head (2mks)
- ii. Must have footer at the bottom indicating the current date and time, left aligned. (2mks)
- iii. The insurance will cover the vehicles and each client due, car number will not be the same. (2mks)

- iv The address lines will include
 - Title
 - First name
 - Last name
 - Address
 - Country
 - Car no plate
 - Amount due (14mks)

(b) (i) Prepare the table below in Ms word and then apply formatting as follows and save as MSS (8 mks)

MEYSA SYSTEMS AND SERVICES					
Technical information			Action taken		
Machine description	Problems found		Diagnostic checks	Solutions	
<i>Compaq / evo</i>	hardware	software	Memory video	1	Replacing vga
6522	<input type="text"/>	<input type="text"/>	Faulty component VGA CARD	2	Installing drivers
Desktop	No display		VGA CARD	3	Rebooting system

(ii) Format the table with border line colour red and choose double line (5mks)

(iii) Shade the table to tight green colour for the first two rows and light blue shading for therest of the table

(5mks)

(c) Type the paragraph below, save it as computer and apply formatting as stated (4mks)

Computer Program is a set of instructions that direct a computer to perform some processing function or combination of functions. For the instructions to be carried out a computer must execute a program, that is, the computer reads the program, and then follows the steps encoded in the program in a precise order until completion. A program can be executed many different times, with each execution yielding a potentially different result depending upon the options and data that the user gives the computer.

(i) The text "computer program" should be the title, change its case to upper case font TREBUCHET MS size 16, colour green (2mks)

(ii). Find the word 'instructions' look for its meaning in the computer dictionary and finally replacethe word

with new meaning from the dictionary (3mks)

(iii). Format the whole paragraph to justified alignment shading colour light green (3mks)

NAME	BASIC PAY	DEPARTMENT	AGE	STATUS
Peter	15000	Computer	34	Single
John	17000	Computer	44	Married
Kamau	19000	Finance	33	Divorced
Charles	21000	Research	33	Single
Johns	23000	Research	25	Single
Thomas	25000	Computer	26	Married
Ann	27000	Finance	28	Married
Susan	29000	Finance	29	Divorced
Tina	31000	Research	24	Divorced
Andrew	33000	Computer	40	Single
Hardy	35000	Finance	20	Married
Njeri	37000	Finance	43	Single
Kimani	10000	Research	15	Single

Silamtoi	15000	Finance	35	Divorced
Tina	35000	Computer	25	Married
Moses	59000	Research	33	Single
Miriam	70000	Finance	56	Divorced
Maurice	32876	Computer	70	Divorced
Alphie	43876	Research	98	Divorced
Albert	48098	Research.	32	Single
Langat	6500	Computer	12	Single
Phenny	29000	Finance	70	Single
Hilda	32000	Computer	13	Married

2. Create data base called personnel and create a table named department (5 mks)

(b) Create queries to determine (save each query using the alphabet numbers below)

- i. Number of people with basic salary greater than 32,000= (5 mks)
- ii. Number of people with basic salary less than 45,000= AND come from computerdepartment(5mks)
- iii. Names of people who are either married or single. (4 mks)
- iv. Those whose salary fall between 25,000/= and 50,000= (3mks)
- v. Those whose name begin with letter M or end in letter S (3 mks)

(c) (i) Create a query to compute the new salary if there is an increment of basic pay by 50% (7mks)

(ii) Filter using query those who earn above 33000/= and aged between 39 and 70 (5 mks)

(d) (i) Create a form using form wizard using the Departmental table above. (3mks)

(ii) Create a form in design view using the departmental table above on the form calculate the total basic salary for the whole table, add current date and time on the form header (5 mks)

(iii) Create a report for THE ABOVE table using design view and print. (5mks)