

**FORM FOUR CLUSTER KCSE MODEL 11**  
**COMPUTER STUDIES PAPER 2 QUESTIONS**

1. (a) You have been asked by the school administration to design a school requisition form using the sample below. Use a DTP package to design the form as it is and Administration

(7 MARKS)

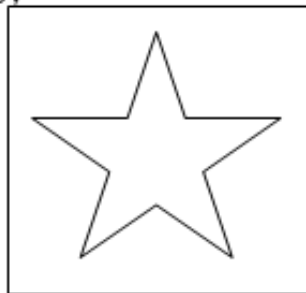
INSITUATION NAME ..... DISTRICT .....

ADDRESS NO .....  
 TEL NO .....

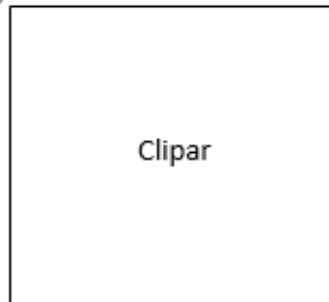
SUPPLIER ..... ADDRESS .....

Requisition No.		Requisition Date			
DESCRIPTION					
Item	Quantity	Unit price	Total cost Per item	Date Required	
Grand total					

Requisition by  
Authorized by



Date  
Date



- (b) (i) Fit three copies of the design into one page.  
 (ii) put a page header with your name and a footer of your school name.  
 (iii) insert a clipart from Microsoft clipart gallery into the publication and crop it to fit the frame indicated as clipart and save your work as :/administration
2. Use the following information to answer the question that follows:

<u>Student Name</u>	<u>Date of Birth</u>	<u>Fee Balance</u>	<u>Adm.No</u>	<u>Address</u>
1.Kibet <u>Rop</u>	23/07/79	15,000/=	4017	81 <u>Bomet</u>
2.Steve <u>Bett</u>	03/04/80	7,000/=	4319	31 <u>Mulot</u>
3.Selly <u>Kirui</u>	12/09/80	3,000/=	3982	40 <u>Kericho</u>
4.George <u>Lagat</u>	28/01/01	11,000/=	4009	38 <u>Sotik</u>
5.Betty <u>Tele</u>	17/05/81	8,000/=	4422	230 <u>Kisii</u>
6.Wilson <u>Siele</u>	23/06/82	6,000/=	4200	121 <u>Narok</u>
7.Seila <u>Koech</u>	30/12/82	1,000	4070	73 <u>Nakuru</u>
8.Mary <u>Chebet</u>	08/4/83	17,000/=	4222	32 <u>Soimet</u>

(a) (i) Create a database called ADMISSIONS and within it prepare a table called student containing the above information. (12mks)

(ii) set an appropriate primary key. (4mks)

(b) In your table under the field of fees balance sort your data in ascending order and save as sortable. (4mks)

(c) Create a query from your table and carry out the following:

(i) Set a criteria to show students with a fee balance less than 8,500/= (6mks)

(ii) Set a criteria to show students names starting with letter S. (6mks)

(d) Create a form records that shows all fields from the above table. (6mks)

(e) Create a tabular report from the student's table.