FORM FOUR CLUSTER KCSE MODEL2

COMPUTER STUDIES PAPER 2 QUESTIONS

1. The worksheet below is a sample of the IEBC registration data across the country

THE NATIONAL IEBC CENTER VOTER REGISTRATION AS PER COUNTY 1964

COUNTY	Registered		Target Population	Non registered voters	% registered	Remarks
	Male	female				
BUNGOMA	200,000	150,000	600,000			
KIAMBU	230,000	312,000	457,000			
NAIROBI	450,230	352,252	1,320,254			
KISUMU	258,368	122,356	658,870			
MASABA	325,620	104,520	700,658			
KITUI	123,863	80,588	325,789			
EMBU	136,222	150,520	356,102			
NYERI	253,666	210,000	492,250			
Total						
Average						

a. Create a workbook to store information and save it as IEBC MAIN (15 marks)

b. Use the formulae to compute:

i. None registered voters per county using absolute cell reference. (4 marks)

ii. The percentage (%) of registered voters per county in 2 decimal places (6marks)

c. Use the IF function to declare the following remarks about the % registered per county. (6marks)

"Above expectation" above 90% "Met Expectations" 70%- 89% "Below Expectations" <70 % d.

Use a function to count the number of counties whose % registered is:

- Below expectations in cell G18 - Met expectations in cell G19 (4 marks)

e. Format the workbook as follows

i. Bold the title and center it across the page in a merged cell font size "14", Times New Roman

ii. Apply border to the cell in the worksheet as follows

-Double line for the outer border,

-Dotted lines for the horizontal inside border

-Dashed lines for the vertical inside border. (6marks)

f. Rename the current worksheet as "VOTERS" (2marks)

g. Copy the entire **VOTERS** worksheet to a blank sheet and rename the new sheet as **NATIONAL REGISTER.** (2marks

h. Insert your name, date and index number as a header in each sheet (3marks)

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i. Print **VOTER and NATIONAL REGISTER** (2 marks)

2. (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 save it as "SCHOOL" (30 marks) INSTITUTION NAME... COUNTY.....................................

(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 save it as "SCHOOL" (30 marks)

INSTITUTION NAME... COUNTY.......................................
ADDRESS.. SUB-COUNTY.....................
TEL NO...
SUPPLIER... ADDRESS....................................

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

Requisition by   Date

Authorized by   Date

(b) (i) Fit three copies of the design into one page. (6marks)

(ii) Put a page header with your name and a footer of your school name. (4marks)

(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 SCHOOL2 (8marks)

(c) Print SCHOOL2 (2marks)

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