

451/2 - COMPUTER STUDIES - Paper 2
(PRACTICAL)
Nov. 2018 - 2½ hours

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Instructions to candidates

- (a) Write your name and index number at the top right hand corner of each of the papers provided for printing.
- (b) Write your name and index number on the CD/Removable storage medium provided.
- (c) Write the name and version of the software used for each question attempted in the printouts used.
- (d) Answer **all** the questions.
- (e) All questions carry equal marks.
- (f) Passwords **should not be used** while saving files.
- (g) All files must be transferred to the CD/Removable storage medium.
- (h) Make printouts of your answers on the papers provided for printing.
- (i) Arrange your printouts and tie/staple them together.
- (j) Hand in all the printouts and the CD/Removable storage medium used.
- (k) **This paper consists of 6 printed pages.**
- (l) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- (m) **Candidates should answer the questions in English.**

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1. (a) In a school, students reside in three dormitories Red, Blue and Orange. Each dormitory is managed by a patron and each student is required to register for a game.

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- (i) Open a database program and create a database named **schoolgames** that would be used to manage the games. (1 mark)
- (ii) Create the tables named; *Student*, *Patron*, *Dormitory* and *Game* in the database created in (i) using the following specifications. (7 marks)

Student table

Field name	Description
StudNo	Contains unique registration code
Studname	Contains the name of a student
Gamecode	Contains codes of each game
Dormcode	Contains codes of each dormitory

Patron table

Fieldname	Description
Patroncode	Contains the patron code
Patronname	Contains the patron name

Dormitory table

Field name	Description
Dormcode	Contains the dormitory code
Dormname	Contains the dormitory name
Patroncode	Contains the dormitory patron code

Game table

Field name	Description
Gamecode	Contains the game code
Gamename	Contains the name of the game

- (iii) Create the relationships between the tables. (3 marks)

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(b) (i) Create a form for each table that would be used for data entry. (2 marks)

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(ii) Enter the following data into their respective tables: (9 marks)

Student table

StudNo	Studname	Gamecode	Dormcode
K001	Anne	Gm004	D003
K002	Chris	Gm003	D001
K003	Jared	Gm001	D002
K004	Julian	Gm004	D003
K005	Marion	Gm001	D003
K006	Janet	Gm002	D003
K007	Tom	Gm002	D002
K008	Jerry	Gm003	D002

Patron table

Patroncode	Patronname
P001	Maurice
P002	Edward
P003	Jane

Dormitory table

Dormcode	Dormname	Patroncode
D001	Red	P001
D002	Blue	P002
D003	Orange	P003

Games table

Gamecode	Gamename
Gm001	Basketball
Gm002	Volleyball
Gm003	Table tennis
Gm004	Netball



(c) Create a query to extract each of the following details:

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- (i) StudNo, Studentname and Gamename for all students who reside in the Orange dormitory or play Basketball. Save the query as **orangeq**. (5 marks)
- (ii) StudNo, studentname, gamename for the students whose studentname start with letter "J". Save the query as **Jquery**. (3 marks)
- (d) (i) Create a tabular report showing the StudNo, Studentname, Dormname, Patronname, Gamename and grouped by Gamename. Save the report as **reportgame**. (8 marks)
- (ii) Format the report created in (i) as follows:
- I Replace the report title with the text "*players for each game*" (1 mark)
- II Enter your name and index as a report footer. (2 marks)
- III Bold the dormitory names in the report. (2 marks)
- (e) Print out each of the following:
- (i) Student, Patron, Game and Dormitory tables
- (ii) Jquery and orangeq
- (iii) reportgame (7 marks)

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- 2 (a) (i) Open a word processing program and key in the following text as it appears. Save the documents as **socialnetwork**. (11 marks)

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SOCIAL NETWORKING

Social networking platforms are used by organisation to improve communication and productivity by disseminating information among different groups of employees in a more efficient manner. The advantages and disadvantages of social media are as follows.

Advantages

- Facilities open communication.
- Allows employees to discuss ideas.
- Provides an opportunity to widen business contracts.
- Targets a wide audience.
- Improves business reputation and client base.
- Expands market research.

Disadvantages

- Susceptible to fraud
- Potentially results to hate speech
- Destroys normal business operations

Employers do have the right to ban computer activity that is not work related, this approach may not yield optimal results. If employees are to be allowed access to social networking platforms then a comprehensive and well defined policy should be established to prevent abuses.

- (ii) Format the document as follows:

- I Title: Font size 18pts, font colour red, font type Tahoma. (3 marks)
- II Apply double line spacing for the text under the sub title “Advantages”. (2 marks)
- III Apply a 4 lined drop cap on the first letter of first paragraph. (3 marks)
- IV Apply a two-columns format with a line between for the text with the two subtitles such that “Advantages” are to the left column and “Disadvantages” are in the right column. (4 marks)
- V Apply bold, italic and underline to subtitles “Advantages” and “Disadvantages”. (3 marks)

- (iii) Apply the following format to the document:

- I Insert a water mark with the text “social media” on the document of a font size of 20 and running diagonally from left to right. (4 marks)
- II Insert page numbers at the bottom centre of every page. (2 marks)
- III Insert the text “social networks” as a header aligned to the right. Apply italics to the header. (3 marks)



- (b) The following is a letter from a Principal of Malimali school to other Principals inviting them for a seminar at the country education offices.
- PDF Compressor Free Version**
- (i) Open a new document and create the following as it appears. Save the document as **Malimali** (2½ marks)

The Principal
<<School>>

Dear Sir

RE: SEMINAR MEETING

You are invited to attend the Principal's seminar which is scheduled to be at the county education office on the 2nd of June 2015. You are booked to be in <<Room>>

We are looking forward to a successful event.

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Yours Faithfully

Lilango Jotema
Malimali School Principal

- (ii) Use a mail merge feature to generate customised mails for the addresses shown in the following table. Save the mail merged document as **Aletters**. (9½ marks)

School	Room
Ginga school	Room 6
Lubi school	Room 8
Trans school	Room 10

- (c) Print out each of the following:

- (i) socialnetwork
(ii) Malimali
(iii) Aletters

(3 marks)

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THIS IS THE LAST PRINTED PAGE.

