THE KENYA NATIONAL EXAMINATIONS COUNCIL

Kenya Certificate of Secondary Education

451/2 **Paper 2**

COMPUTER STUDIES (Practical)

Nov. 2024 - 2½ hours

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 5 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 Marquee College of design intends to use database to manage fee payments from its students. You have been tasked to create a database for the College.

(a) Open a database program and create a database file named **Marquee**. (1 mark)

(b) You have been provided with the following data in tables to be entered in the database. Study it and answer the questions that follow.

Course		
CourseID	**CourseName**	**Fee**
C01	Professional photography	4500
C02	Leather design	3000
C03	Footwear design	2500
C04	Jewellery design	2000

Tutor			
TutorID	**TutorName**	**Office**	**CourseID**
TUT1	Kwame	1037	C01
TUT2	Amina	1043	C02
TUT3	Chijioke	2715	C04
TUT4	Fatima	4872	C05

Trainee		
TraineeID	**TraineeName**	**CourseID**
TR1	Baraka	C01
TR2	Aisha	C03
TR3	Lulendo	C02
TR4	Zahara	C04

FeePayment		
TraineeID	**CourseID**	**AmountPaid**
TR4	C04	300
TR3	C02	400
TR4	C04	500
TR2	C03	900
TR2	C03	1200
TR3	C02	1600
TR1	C01	1700
TR1	C01	1700

(i) Create the tables with the appropriate fields and datatypes. Set a primary key field for each table where applicable. (10 marks)

(ii) Create appropriate relationships among the tables. (4 marks)

(iii) Create a form named **TraineesForm** that would be used to enter data into the trainee's table. Add the following in the form:

- Form heading: Font size 15 and boldface
- Command buttons: For addition and deletion of records

(4 marks)

(iv) Enter the data into the respective tables. (10 marks)

(c) Create a query that would:

(i) list all trainees and the name of the course they are enrolled in. Save the query as **TraineesQuery**; (2 marks)

(ii) display the course name and fees for the course whose ID is C02. Save the query as **C02**; (3 marks)

(iii) compute the total amount paid by each trainee. Save the query as **TraineeTotalQuery.** (6 marks)

(d) (i) Create a report that summaries the fee payments made by each trainee. Include TraineeID, TraineeName and Total amount paid by each trainee. Order the report records by the total amount paid from the highest to the lowest. Save the report as **FeePayment**. (5 marks)

(ii) Format the report created as follows:

Title: TRAINEES PAYMENTS
Footer text: Prepared by 'Your index number'

(2 marks)

(e) Print out each of the following:

- 4 tables;
- 3 queries;
- trainee report.

(3 marks)

1

2 (a) (i) Open a Desktop Publishing program and make the following layout design settings:

- Page Orientation: Portrait
- All Page margins: 2 cm

(1 mar

(ii) Save the design as **DTP**. (1 mar

(b) (i) Create a paragraph style named **twin** based on no-style and apply the followin formats:

- Spacing before paragraph: 8 pt
- Spacing after paragraph: 0 pt
- Spacing between lines: 1.5
- Text font size: 12 pt
- Stretch the characters to 110%

(3½ mar

(ii) Create a style named **bull** based on no style and apply the following formats:

- hanging indent by 0.5 cm;
- font colour blue;
- bullets applied.

(3 mar

(c) (i) Create the publication as it appears in the next page. (34½ ma

(ii) Apply the style named twin to paragraph 1, paragraph 2 and paragraph 3. (1½ ma

(iii) Apply the style named bull to the bulleted text. (½ m

(d) (i) Apply a 2 pixels page border line. (1½ ma

(ii) I. Insert your index number in the header section. (½ m

II. Format the header as follows:

- Alignment: Centre
- Font style: Italics

(1 m

(e) Save the publication to print later. (2 m

DESKTOP PUBLISHING

DTP stands for Desktop Publishing. It refers to the process of creating and designing documents, such as brochures, flyers, newsletters, and books, using specialized software on a personal computer. DTP involves combining text, images, graphics, and other visual elements to create visually appealing and professional-looking layouts.



Desktop publishing software provides tools and features that allow users to control various aspects of document design, including font selection, formatting, layout, color schemes, and image placement. It enables precise control over the positioning and appearance of text and graphics, making it easier to create polished and professional documents.

CATEGORIES OF DTP PROGRAMS

Desktop publishing (DTP) programs can be categorized into several categories based on their features and capabilities. Here are some common categories of DTP programs:

- Page layout programs
- Photo editing software
- Vector drawing programs
- Font management software
- File conversion/optimization tools
- PDF Creation/ and editing software

Here are some examples of desktop publishing programs for windows operating systems and their vendors

SOFTWARE	VENDOR	CATEGORY
Adobe InDesign	Adobe Systems	Page Layout
Microsoft Publisher	Microsoft Corporation	Page Layout
PDF-XChange Editor	Tracker Software Products Ltd.	PDF Creation/Editing Software
FontForge	GNU General Public License (GPL).	Font Management Software
CorelDRAW	Corel Corporation	Vector Drawing
Serif PagePlus	Serif (Europe) Ltd.	Page Layout
Affinity Publisher	Serif (Europe) Ltd.	Page Layout

BENEFITS OF OPEN SOURCE SOFTWARE

- They are available at no cost to the user
- Users benefits from collective developer knowledge
- Users can customize to match their specific needs
- A user has freedom to use, study, modify, and distribute it without restrictions.

THIS IS THE LAST PRINTED PAGE.