MASENO SCHOOL

2025 MOCK EXAMINATION

Kenya Certificate of Secondary Education

451 / 2 - COMPUTER STUDIES **Monday 14th July, 2025** **9.00 a.m. -**	 **Unique Identifier No.....** **Signature.....**

INSTRUCTIONS TO CANDIDATES

a) Write your Unique Identifier Number at the top right hand corner of each printout.

b) Passwords should NOT be used while saving your work.

c) Answer all the questions according to instructions given.

d) All questions carry equal marks

e) This paper consists of **4** printed pages

FOR OFFICIAL USE

QUESTION	MARKS AWARDED
1	
2	
TOTAL	

QUESTION 1

a) Type the document below exactly as it appears using word processing package and save it as **DocOne** in the document created **(**12 marks**)**

TO WHOM IT MAY CONCERN:
Please accept this Letter of Invitation for:

O.G. Alusiola
Passport #: $4^{A}5_{A}8^{A}$
PO BOX 125,
NAIROBI
02/07/2025

<< First Name>> <<Middle Name>>
PO BOX <<Address>>
<<Town>>

Dear <<Title>> <<Middle Name>>

Mr. Alusiola is employed by Kenya Airways as an international General Manager for the aviation unit and is based in Nairobi, ~~**KENYA.**~~ As part of management duties, Mr. Alusiola is required to travel overseas where the aviation programs are based.

The Kenya Airways has an aviation program in Kenya, Tanzania and Uganda serving Kenya Airways South Sudan flight needs and he is visiting the program between from<<Date>> . Mr. Alusiola is scheduled to travel to South Sudan to observe the operations and meet with the staff. This aviation program helps Kenya Airways successfully carry out its relief operations in East and Central Africa.

The address while in Kenya;

- Travellers Beach Resort, house number 221
- Tel +254704973661
- C/O Mr. Atela
- Phone: +254 714580420

Please be assured that Kenya Airways will assume responsibility for all costs associated with Mr. Alusiola's test, travel, and accommodations. Thank you for extending to Mr. Alusiola every courtesy and consideration.

Sincerely,
Country Director

b) Copy the **DocOne** to a new file and Insert the following as the footer
'The Pride Of Africa. **(**3 marks**)**

c) Format the heading of the **TO WHOM IT MAY CONCERN** as **(**3 marks**)**
Alignment :Centre
Font style : Algerian
Font size : 16

d) Drop the first letter of the paragraph starting with the word **'The Kenyan's'** by four lines. **(**2 marks**)**

e) Set the margin as follows **(**2 marks**)**
Top 1.0cm
Left 1.0 cm

f) Set the line spacing of the paragraph starting with the word '**Please be assured'** to 1.5 and convert the paragraph to two columns **(**3 marks**)**

g) Create a table to appear immediately after the second paragraph and enter the following **(**5 marks**)**

Serial number	**Country**	**Budget**
1.	Kenya	5000000
2.	Sudan	7000000
3.	Tanzania	4000000

h) Use the formula to find the **total** and **average** budget of the three countries" **(**4 marks**)**

i) Save the File as **DocTwo** **(**2 marks**)**

Table 1 shows details about the individuals who will receive the letter **DocOne.** Create a data source to store information in the table and save it as **DatSos** **(5mks)**

Title	**First name**	**Middle Name**	**Passport**	**Address**	**Town**	**Date**
Mr.	**Tom**	**Obuya**	**2890**	**563**	**Kisumu**	**17/07/2025**
Mr.	**Matika**	**Noah**	**3456**	**129**	**Nairobi**	**18/07/2025**
Mr.	**Aloyce**	**Bowa**	**5678**	**432**	**Eldoret**	**19/07/2025**

i) Using mail merge feature merge the files **DocOne** and **DatSos** and save the file as **DocThree** **(**5 marks**)**

(**j** Insert page numbers at the top right hand side in the merged document saved in (i) above (2 marks**)**

(**k** Print

i. DocOne

ii. DocThree addressed to Aloyce Bowa (2 marks)

2. A student welfare organization maintains its records in a spreadsheet for the number of registrations on a termly basis for some selected schools as shown in the table below in the year 2021.

	A	**B**	**C**	**D**	**E**	**F**
1	**School**	**Term 1**	**Term 2**	**Term 3**	**Total Registrations**	
2	Chulaimbo Boys	100	902	906		
3	Ebusakami Girls	123	502	609		
4	Ojolla Girls	540	110	120		
5	Mbaka Oromo	592	109	121		
6	Bar Union	512	807	916		
7	Sinyolo Girls	320	177	172		
8	Kisumu Day	379	818	917		
9	Kisian sec	560	250	200		
10						
11						
12	**Total Termly**					
13						
14	**% Increment**	**10%**				

a) Enter the data shown above in a spreadsheet and save it as **WanTerm**. (12 marks)

b) Enhance validation rule so that it cannot accept values above 1000 for Terms 1, 2 and 3 (2marks)

c) If the rule is violated it displays the error message *'Punguza Ushuru ama Ushuke'* (1mark)

d) (i) Use a function in column E2 to calculate the total number of registrations per school in that year.
(ii) Use a function to calculate the Total number of registrations for each term. (3 marks)

e) Using appropriate formulae, calculate the average number of registrations for each school in column F. (2 marks)

f) Rename sheet1 as **Tutam**. (1 mark)

g) (i) In a column, use the "IF" function to display the following expectations on the registration targets per school in the year. (4 marks)

Total registration expected	**Comments**
• Greater or equal to 1500	Optimum
• Greater than 700 and less than 1500	Fair
• Less than 700	Too low

(ii) Use a function to display the number of schools who managed to have a fair registration. (1 mark)

h) Format the worksheet as follows:
- Resize the column heading to font size 16 and apply bold. (2 marks)
- Apply borders to all cells containing data. (1 mark)
- Apply grey background colour to all column headings. (1 mark)

i) Given that the Term 1 number of registrations were 10% more than the number of registrations for Term 3 2020 in all the schools;
(i) Enter the label % increment in cell A14 and a value 10 in cell B14 as shown; (1 mark)
(ii) Insert a column before Term1 and use absolute cell referencing to calculate the total number of registrations for Term 3 2020. Label the column as **T3-2020**. (3 marks)

j) Using a function in cells B17 and B18 respectively determine;
(i) the number of schools whose total number of registrations were above 1500 in that year. (2 marks)
(ii) the minimum number of registrations for Term 2. (2 marks)

k) Copy data in sheet 1 to sheet 2 and rename it as **Kasongo**. (2 marks)

l) Create a bar graph on Kasongo sheet to show the schools names and their total registrations from the three terms and label the chart as follows. (5 marks)
- Chart title: Welfare Registrations 2021
- Y-axis: Total Number of Registrations
- X-axis School Name
- Legend Position: Right

m) Print the following; (2 marks)
- Tutam sheet.
- Kasongo Sheet

THIS IS THE LAST PRINTED PAGE.