840/2
Computer
Studies
Paper Two
Practical
2018

SHAMMAH HIGH SCHOOL EXAMINATION COUNCIL

SENIOR THREE END OF TERM TWO 2018

COMPUTER STUDIES

PAPER 2

2 HOURS 30 MINUTES

INSTRUCTIONS TO CANDIDATES:

- ➤ *This paper contains three numbers*
- ➤ *You are required to attempt all the questions in this paper*
- ➤ *Save your work in one folder*
- ➤ *The folder should be created on the desktop renamed as your name*

1. Type set the following text and save it as **guidance**. (04 marks)

regular exercise

Scientific research has shown that people who exercise regularly are healthier physically and mentally have more energy, think more clearly, and sleep better. engaging in the habit of regular exercise has also been found to improve your mood, decrease anxiety, decrease the effects of stress and raise self confidence.

> ***Why then do many of us abandon exercise programs so soon after taking them on? How can we maintain the motivation needed to make it an ongoing habit?***

Read on and discover the enormous benefits that regular exercise provides and you will be more than convinced to integrate it into your daily routing. What is needed to begin an exercise program?

To things not needed to obtain the benefits of exercise are investing in a health club membership, or purchasing extravagant exercise machine. Likewise, while vigorous and sweat inducing activity is good, psychological well being does not depend upon the intensity or duration of a workout. More important is the ability to maintain an exercise routine. If you can keep up your program for a minimum of two months, you're on your way to reaping the benefits. Not only will it get easier, but you will probably end up enjoying it and will want to continue.

Source: Academic Guidance Pg. 16

Instructions:
(a). Copy this work to Page two of your document. (02 marks)

(b). Add a watermark in Page to read **SHAMMAH HIGH SCHOOL**. (02 marks)

(c). Add an art page boarder of your choice (02 marks)

(d). Centre the heading, font size 14.5 and colour red. (02 marks)

(e). Select the rest of the text and format it as: font colour; purple, font style; times new roman, font size; 13.5 (02 marks)

(f). format the page background with a light green colour (02 marks)

(g). Insert page numbers (01 mark)

(h). Add a header as your name, footer as your class and stream. (02 marks)

(i). Save your work (01 mark)

2. Enter the details below in a spreadsheet program of your choice, and save it as **results_2018**. (02 marks)

	A	B	C	D	E	F	G
1	Name	MTC	ENG	SST	SCIE	TOTAL	AVE
2	Mudolome V	01	60	100	60		
3	Mulefu F	20	70	40	70		
4	Katumba A	60	40	70	80		
5	Ntekaile P	78	51	80	90		
6	Nyoko A	09	55	90	80		
7	Kisadha O	10	60	60	100		
8	Atiku M	60	70	04	40		
9	Katsau N	43	90	08	60		
10	Magemeso P	24	80	90	70		
11	Lutimba O	72	40	100	80		
12	Akite O	81	50	60	90		
13	Bogere F	74	60	71	100		
14	Kidhuma D	82	70	82	40		
15	Mbogo H	90	80	42	60		
16	Namisi P	76	90	44	70		

Instructions:

(a). In columns F and G, determine the values for the columns. (02 marks)

(b). Sort the work in descending order in respect to the average mark. (01 marks)

(c). Set your average to two decimal places. (01 marks)

(d). Insert a new row where you will insert the heading "**ST ANDREWS   PRIMARY SCHOOL TERM II RESULTS".** (02 marks)

(e). Using columns for Name and Total create a column graph to represent this work. (04 marks)

(f). Apply a nice looking boarder. (01 mark)

(g). Adjust column headings to 45^0. (01 mark)

(h). Insert a header as your name, footer as your class and stream (02 marks)

(i). Create rows highest and lowest in cells A18 and A19 respectively and use appropriate functions to find the highest and lowest score across all the subjects (02 marks)

(j). Use a function in column H to assign positions to the students based on their average scores (02 marks)

3. You planning to campaign as a councillor to represent your parish in the next coming elections to represent your sub county / town council. Create a five self-running slides to have the following: Save it as **campaign**. (01 mark)

Slide 1: Title - Vote {your name goes here} current year, councillor. (02 marks)

Slide 2: To hold problem areas. (02 marks)

Slide 3: To hold key areas in your manifesto. (02 marks)

Slide 4: To note possible sources of funding for your projects. (02 marks)

Slide 5: Conclusion. (02 marks)

Instructions:

(a). Add word art in your title slide. (02 marks)

(b). Include a uniform background and minimal animations. (04 marks)

(c). Insert speaker notes in slide one to include the villages in your parish.
(02 marks)
(d). Add footer your name and slide number. (01 mark)

END