Task 2

Figure 1 shows an extract from a spreadsheet program. Use it to answer the questions that follow.

(a) (i)   Open a spreadsheet program and create the following worksheet as it appears.

IDNo	Salesman Name	Sales	Commission	PAYE	Net Pay
P001	Jacinta	150000			
P022	Peter	200000			
P025	Fadhili	80000			
P028	Mercy	120000			
P030	Wazz	70000			

Figure 1

(4 marks)

(ii)   Save the worksheet as *Sales* in the **KNECEXAM** folder to print out later.

(1 mark)

(iii)   Insert three rows above the column headings and key in the following header each line per row.

Maisha Mapya Investment Company
Down Town Branch
Sales for the month of October 2011

(2 marks)

(iv)   Merge and center the header inserted in (iii) across cells A to F.   (1 mark)

(b) (i)   Table 1 shows the percentage commission earned by the salesmen with respect to their sales in column C.

Sales	% Commission
More than 100000	30
50000 - 99999	20
0-49999	10

Table 1

Using cell addresses and a logical function, compute the commission for each salesman.   (2 marks)

(ii)   Given that PAYE in column E is deducted from the commission earned at the rate of 15%. Using cell addresses only, compute the PAYE payable by each salesman.   (1 mark)

(iii)   Net pay in column F is given by commission less PAYE. Using cell addresses only, compute the net pay for each salesman.   (1 mark)

(c) Maisha Mapya Company Ltd. management categorizes the salesmen according to Net Pay earned. A salesman who earns a net pay of more than Ksh. 30000 is categorized as a supervisor, a salesman who earns between Ksh. 10000 – 29999 is categorized as an assistant supervisor otherwise one is categorized as an assistant salesman.

(i)   In column G type in the title Category.   (1 mark)

(ii)   Using an appropriate function insert the corresponding category for ea... salesman.   (3 marks)

(d)   (i)   Create an embedded line chart with markers to represent the Net Pay against the salesmen.   (2 marks)

      (ii)   Save the worksheet as *Salesmod* in the **KNECEXAM** folder to print out late the worksheet and the chart on the same page.   (2 marks)

Task 3

(a) (i) Open a database program and create a database named *Hospital* in the
KNECEXAM folder.   (1 mark)

(ii) Create each of the following three tables in the database created in (i).

PatientData

Field Name	Data type	Size
PatientNo	Number	5
PatientName	Text	10
Sex	Text	6
Age	Number	2

DoctorData

Field Name	Data type	Size
DoctorNo	Number	5
DoctorName	Text	10
PatientNo	Number	5

WardData

Field Name	Data type	Size
WardNo	Number	5
WardName	Text	10
PatientNo	Number	5

(3 marks)

(iii) Create a relationship among the three tables.   (1 mark)

(iv) For each of the tables in (ii), create a data entry form. Save each form using
the respective name.   (3 marks)

(v) Use the forms created in (iv) to enter the following data into its corresponding
table.

PatientData

PatientNo	PatientName	Sex	Age
IP20/11	Bakari	Male	56
IP25/11	Joan	Female	25
IP28/11	Jacob	Male	48
IP30/11	Mary	Female	28

DoctorData

DoctorNo	DoctorName	PatientNo
DR/201	Charles	IP20/11
DR/225	Beatrice	IP25/11
DR/305	Gift	IP28/11
DR/310	Wonder	IP30/11

WardData

WardNo	WardName	PatientNo
W1	Male	IP20/11
W2	Maternity	IP25/11
W3	Male	IP28/11
W4	Female	IP30/11

(6 marks)

(b)   (i)   Create a query showing *PatientNo*, *PatientName*, *DoctorsName* and *WardName* for all female patients. Save the query as *PatientDetails* to print out later.

(3 marks)

(ii)   Create a report showing *PatientNo*, *PatientName* and *WardName* of all patients whose age is between 20-30 years. Save the report as *PatientRep* to print out later.

(3 marks)

Task 4

(a) (i) Open a presentation program and create a presentation using the details shown in Table 2. Save the presentation as *Graduation* in the **KNECEXAM** folder.
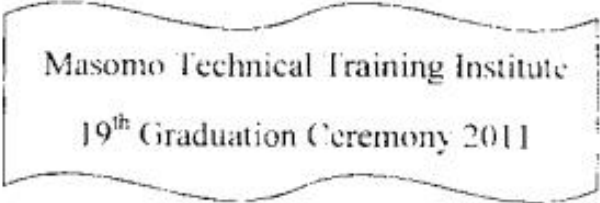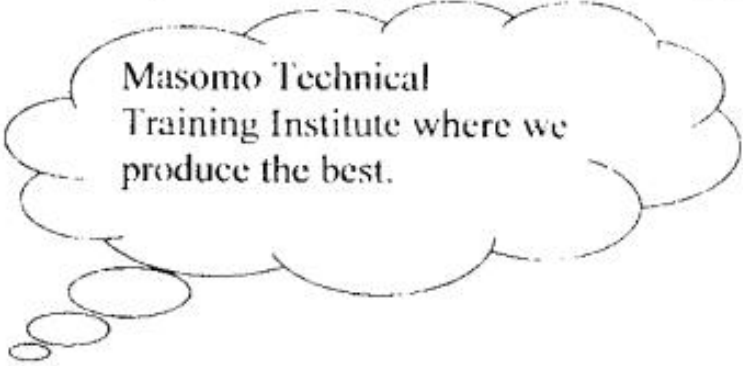
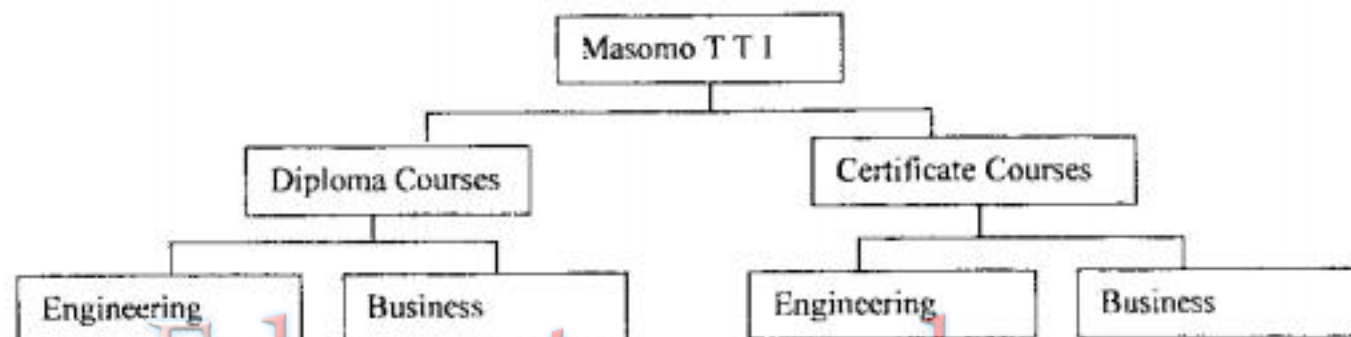| Slide No	Slide Content
1	Masomo Technical Training Institute 19th Graduation Ceremony 2011
2	Welcome to our 19th Graduation Ceremony. Today 420 graduates will be awarded Diplomas and Certificates in varied areas of specialization.
3	History of Graduation Year / Male / Female 2008 / 183 / 68 2009 / 213 / 140 2010 / 201 / 149 2011 / 256 / 164 We filter the best to the job market
4	We join parents, relatives and friends in sharing the joy brought by this occasion and wish the graduates a prosperous future.
5	Masomo Technical Training Institute where we produce the best.

Table 2

(10 marks)

(ii) Insert a new slide between slide 2 and slide 3.   (1 mark)

(iii)   Create the following course hierarchical structure in the slide inserted in (ii).

```
                        ┌─────────────────┐
                        │  Masomo T T I   │
                        └─────────────────┘
                  ┌──────────────┴──────────────┐
         ┌─────────────────┐           ┌─────────────────┐
         │ Diploma Courses │           │Certificate Courses│
         └─────────────────┘           └─────────────────┘
         ┌───────┴───────┐             ┌───────┴───────┐
  ┌─────────────┐  ┌──────────┐  ┌─────────────┐  ┌──────────┐
  │ Engineering │  │ Business │  │ Engineering │  │ Business │
  └─────────────┘  └──────────┘  └─────────────┘  └──────────┘
```

(2 marks)

(iv)   Create a customized animation for the slides as follows:

      I.   Add a *flying entrance* effect to slide 1;

      II.   Add a *spin emphasis* effect to slide 2.

(2 marks)

(v)   I.   Add *uncover down* transition to slide 2;

      II.   add *box in* transition to slide 5.

(2 marks)

(vi)   Create a slide show with a timing of five seconds per slide.   (2 marks)

(vii)   Save the changes as *GraduationMod* in the **KNECEXAM** folder to print out
      later as handouts of three slides per page.   (1 mark)