

EXAMINATIONS COUNCIL OF ZAMBIA



Examination for School Certificate Ordinary Level

Computer Studies Paper 2 Practical

7010/2

Monday

27 NOVEMBER 2017

DAY ONE

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
- 3 Save the word document with the name **EVIDENCE**. Type your full **name**, **Examination number** and **centre name** in the header as shown below.

SURNAME_FIRSTNAME_EXAM NUMBER_CENTRE NAME.

- 4 At the end of the examination, print out all your screenshots from the document you saved as EVIDENCE.

NOTE: DO NOT WRITE ANYTHING ON YOUR EVIDENCE DOCUMENT

Information for candidates

The number of marks is shown in brackets [] at the end of each question or part question.

The total number of marks for this paper is 30.

Cell phones are not allowed in the examination room.

1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E	F
1	Old price (ZMK)	Description	Section	Price rise (ZMK)	New price (ZMK)	
2	25.45	1L Liquid Dish washer	Perishable			
3	10.20	750g Washing powder	Perishable			
4	5.30	250ml Tooth paste	Perishable			
5	75.80	Garden fork	Hardware			
6	278.00	Shovel	Hardware			
7	350.00	20m Hose Pipe	Hardware			
8	90.00	5L Cooking oil	Perishable			
9	45.00	2.5L Cooking oil	Perishable			
10	20.35	500g Butter	Perishable			
11	20.45	2L Orange Juice	Perishable			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert two rows above row 1.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(b)**.

(c) In cell A1 type the title "CHABOTA SUPERMARKET".

[1]

(d) Merge and centre A1 and E1.

[1]

(e) Change the font size for the title to 20 pts and font face to Algerian.

[2]

(f) In cell B2 type the subtitle "REPORT ON 5.34% PRICE INCREASE".

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(f)**.

(g) In cell D4, type a formula to calculate the Price rise.

[2]

(h) Replicate the formula in D4 through to D13.

[1]

(i) In cell E4, type a formula to calculate the new price.

[2]

(j) Replicate the formula in E4 through to E13.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(j)**.

(k) Show formulas in the worksheet.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(k)**.

Close the Microsoft Excel spreadsheet program.

2 You are required to use Microsoft Access database program to answer this question.

- (a) (i)** Create the table as shown below.

Field Name	Data type	Field size	
Staff_ID	Text/short text	4	
Date	Date/time		
Booking	Text/short text	6	
Week	Number/integer		
Price	Number/integer		
Number	Number/integer		
Tour	Look up wizard		[2]

- (ii)** Select an appropriate key field for the table structure. [1]

Take a screenshot of the table structure and paste it in the EVIDENCE document. Number it as **2(a) (i)**.

- (b)** Enter the following records:

Staff_ID	Date	Booking	Price	Week	Number	Tour
JP01	29/03/2016	ALMGPL	400	1	2	Yes
FD02	29/03/2016	ALMGPL	400	1	2	No
JP03	31/03/2016	ALMGPL	400	1	6	No
ST04	01/01/2016	JGBEXC	190	2	3	No
PB05	01/01/2016	JGBEXC	190	2	7	Yes
AR06	01/01/2016	ALMGPL	400	2	7	No
ME07	01/01/2016	ALMGPL	400	1	2	No

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(b)**.

- (c)** Produce a query which:

- (i)** Contains a new field called **Income** which is calculated at run-time. This field will calculate **Price** multiplied by **Number**. [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (i)**.

- (ii)** Shows only the records where the booking was for holidays in week 1, the booking date was between 01/03/2016 and 31/03/2016 inclusive. [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (ii)**.

- (iii)** Shows only the fields Staff_ ID, Date, Booking and Number. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (iii)**.

- (iv)** Sorts the data in ascending order of Staff_ID. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (iv)**.

Print the EVIDENCE document.

EXAMINATIONS COUNCIL OF ZAMBIA

Examination for School Certificate Ordinary Level

Computer Studies Paper 2 Practical

7010/2

Wednesday

29 NOVEMBER 2017

DAY TWO

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
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SURNAME_FIRSTNAME_EXAM NUMBER_CENTRE NAME.
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Information for candidates

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1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E	F
1						
2	ITEM	OPENING STOCK	ORDERED OUT	COMMENT		
3	Pens	250	247			
4	Pencils	250	175			
5	Folders	20	20			
6	Tonner	10	0			
7	Books	370	325			
8	Markers	30	8			
9	Dusters	20	0			
10	Graph papers	60	11			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert a column between column C and column D. Type "STOCK BALANCE" in cell D2. [2]

(c) Insert a row above row 2 and merge cells A1 to E1. [2]

(d) Type "ALWAYS ACADEMY CENTRE" in the merged cells. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(d)**.

(e) In cell D4, enter a formula to calculate the stock balance. [2]

(f) Replicate the formula in D4 through to D11. [1]

(g) Type a function in E4 that will display a message on stock levels:

Less or Equal to 20 "Order New Stock"

Less or Equal to 50 "Stock level is low "

Less or Equal to 100 "Stock level ok "

Above 100 "out of range".

[3]

(h) Replicate the function in E4 through to E11. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(h)**.

(i) Show formulas. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(i)**.

Close the Microsoft Excel spreadsheet program.

2 Use a Microsoft Access database program to answer this question.

- (a) (i)** Create a database with the following file structures:

Field Name	Data type	
Student Number	Number/integer	
Surname	Text/short text	
First name	Text/short text	
Sex	Lookup wizard	
Class	Text/short text	
School Fees	Number/numeric	
Amount paid	Number/numeric	
Comment	Text/short text	[2]

- (ii)** Select an approximate key field for the table structure. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(a)**.

- (b)** Enter the following information in the table created in part **2(a)** as:

Record 1: Banda John, Male, 1010060567, 11G, School fees: 850, Paid: 850, Comment: completed.

Record 2: Catherine Moonga, Female, 1010060276, 10A, School fees: 850, Paid: 850, comment: completed.

Record 3: Naomi Mwangala, Female, 1010060384, 10B, School fees: 850, Paid: 135, comment: Not completed.

Record 4: Joe Kalumba, Male, 1010060077, 10A, School fees: 850, Paid: 50, Comment: Not completed.

Record 5: Mary Njavwa, Female, 1010060079, 11C, School fees: 850, Paid: 710, Comment: Not completed. [2]

Take a screenshot of the table structure and paste it in the EVIDENCE document. Number it as **2(b)**.

- (c)** Produce a query which:

- (i)** Contains a new field called **BALANCE** which is calculated at run-time. This field will calculate **School fees** minus **Amount paid**. [3]

Take a screenshot in query design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (i)**.

- (ii) Shows **only** students who have completed paying school fees. [2]

Take a screenshot of a query in design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (ii)**.

- (iii) Shows **only** students who have not completed paying school fees. [2]

Take a screenshot of a query in both design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (iii)**.

- (iv) Sorts the records in ascending order of **Surname**. [1]

Take a screenshot of a query in data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (iv)**.

- (d) Create a report using a wizard in tabular layout from the table created in part **2(b)**, showing student number, sex, amount paid and comment. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(d)**.

Print the EVIDENCE document.

EXAMINATIONS COUNCIL OF ZAMBIA



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Tuesday

28 NOVEMBER 2017

DAY THREE

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
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Information for candidates

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The total number of marks for this paper is 30.

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1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E
1	Model A annual depreciation rate	15%			
2	Model B annual depreciation rate	25%			
3	CAR MODEL	INITIAL COST AMOUNT (ZMW)	COST VALUE YEAR 1	COST VALUE YEAR 2	COST VALUE YEAR 3
4	A	13 500			
5	B	18 500			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert a row above row 1 and type the heading "ANNUAL DEPRECIATION SIMULATION" in cell A1.

[2]

(c) Change the heading to font face Algerian and font size 16pts.

[2]

(d) Merge and centre cells range A1 to E1 and apply bold attribute to the heading.

[2]

(e) In cell C4, type a formula to calculate the depreciation of CAR MODEL A after one year.

[2]

(f) Replicate the formula in C4 through to E4.

[1]

(g) In cell C5, type a formula to calculate the depreciation of CAR MODEL B after one year.

[2]

(h) Replicate the formula in C5 through to E5.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(h)**.

(i) Show formulas in the worksheet .

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(i)**.

Close the Microsoft Excel spreadsheet program.

2 Use a Microsoft Access database program to answer this question.

- (a) (i)** Create a database table with the following file structure and save it as LODGE table:

Field Name	Data type	Field size
Booking Number	Text/short text	4
Customer Name	Text/short text	30
Type of Breakfast	Text/short text	20
Number per night	Number	
Amount per night	Number	
Customer Address	Memo/long text	

[2]

- (ii)** Select an appropriate field as primary key.

[1]

Take a screenshot of the file structure and paste it in the EVIDENCE document. Number it as **2(a)(ii)**.

- (b)** Enter the following records in the LODGE Table:

Booking Number	Customer Name	Type of Breakfast	Number of Nights	Amount per night	Customer Address
BK 01	Angela Kunda	English	5	150	Mansa
BK 02	Danny Likedzo	Continental	4	250	Mazabuka
BK 03	Lewis Zulu	Continental	7	150	Ndola
BK 04	Febby Bwalya	English	5	150	Choma
BK 05	Kelvin Sikazwe	English	4	350	Solwezi
BK 06	Mirriam Hantuli	English	6	270	Lundazi

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(b)**.

- (c)** Use a form wizard to create a form in columnar layout and enter the following records.

BK 07, James Ngulube, English, 6, 150, Lusaka

BK 15, Noah Daka, English, 5, 250, Lusaka

[3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c)**.

- (d)** Produce a query which sorts the records in ascending order of CUSTOMER NAME. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(d)**.

- (e)** Produce a query which contains a new calculated field called TOTAL. Use the following criteria to make the calculations.

Total = number of nights multiplied by Amount per night [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(e)**.

- (f)** Use a wizard to create a report in Tabular layout that will contain the following information: Booking Number, customer name, number of nights and customer address. [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(f)**.

Print the EVIDENCE document.