EXAMINATIONS COUNCIL OF ZAMBIA

Examination for School Certificate Ordinary Level

Computer Studies
Paper 2

7010/2

2016

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 screen shots.

3   Save the word document with the name EVIDENCE. Type your full name, Examination number, 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 screen shots 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.

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1 **Use a spreadsheet program to answer the questions that follow.**

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

	A	B	C	D	E
1					
2	Student name	Test average results	Computer project results	Total marks	Final Grade (Pass or fail)
3	Nyambe	64.2	7		
4	Mumba	80.2	4		
5	Gondwe	50.1	4		
6	Hantuli	40.1	6		
7	John	20.3	7		
8	Agness	85.1	6		
9	Tangu	75.2	7		
10					
11	Highest Total marks				
12	Number of Students				

[2]

(b) Merge and centre cell range A1 : E1.   [1]

(c) Type the title 'End of Term 1 Results' in the merged cells.   [1]

(d) Format the title with font face Times New Romans and 18pt as font size. (Take a screen short of the worksheet and place it in the EVIDENCE document)   [2]

(e) In Cell D3, use a function to calculate the total marks and replicate it through D9.   [2]

(f) In Cell E3, type the appropriate function to calculate the final grade of students. Use the condition, if total is greater than 60 then final grade is 'pass' otherwise ' fail'.   [2]

(g) Replicate the function in E3 through E9.   [1]

(h) In Cell B11, use a function to calculate the highest total marks.   [2]

(i) In Cell B12, use an appropriate function to find the number of students who wrote the End of term 1 examination.   [2]

Click on show formula, take a screen shot of a worksheet and place it in the EVIDENCE document.

Save and close the spreadsheet program.

2 **Use a database program to answer the questions that follow.**

The database has two labels namely STUDENT TABLE and BOOK TABLE.

(a) Create a database and name it as SCHOOL RECORDS.

(i) Create a student file structure as shown below.

Field	Data type	Field Size
SN	text	3
Surname	text	15
First name	text	15
D.O.B	date/time	
Duration	numeric/number	
Class	Lookup wizard	
Town	text	10
Gender	text	1

Take a screen shot of a student file structure and place it in the EVIDENCE document. [2]

(ii) Enter student records as shown below.

SN	Sur name	First name	DOB	Duration	Class	Town	Gender
T01	Lombe	Grace	11/07/88	4	10A	Kabwe	F
T02	Phiri	James	12/01/92	1	12C	Ndola	M
T03	Likezo	Peter	13/04/87	2	10A	Lusaka	M
T04	Hatembo	Betty	14/12/00	3	11B	Choma	F
T05	Loloji	Mary	07/09/88	4	12C	Kitwe	F
T06	Inonge	Inonge	12/11/84	5	10A	Mongu	F
T07	Phiri	Ian	23/08/95	4	12A	Chipata	M

Take a screen shot of student rewards and place it in the EVIDENCE document. [2]

(b) Create a book file structure as shown below.

Field	Data type	Field Size
SN	text	3
Book title	text	20
Cost	Numeric	
Author	Text	15
Category	Text	15

[Turnover

Publisher   Text   15

Take a screen shot of a book file structure and place it in the
EVIDENCE document.   [2]

(i) Enter Book records as shown below.

SN	Book Title	Cost	Author	Category	Publisher
T01	Grade 10	40	P. Bwalya	Text Book	G.G. Tales
T02	Women Health	75	G. Gondwe	Novel	Light Bearers
T03	Awake	35	C. Lutelo	Magazine	KVP
T04	Algorithm	80	P. Jones	Text Book	G.G. Tales
T05	The Hatcher	55	L. Phiri	Magazine	KVP
T06	Grade 11 Physics	60	A. Sibeso	Text Book	G.G. Tales
T07	The Youth	45	K. Peters	Novel	Light Bearers

Take a screen shot of the book record and place it in the
EVIDENCE document. [2]

(ii) Create a query called BORROW that shows books borrowed by
students from Class 10A. [2]

(Take a screen shot and place it in the evidence document.)

(iii) Use a wizard to create the forms called BOOK FORM and
STUDENTS FORM based on BOOK and STUDENT table
respectively. [2]

(Take screen shots and place them in the Evidence document.)

(iv) Use the BOOK FORM to enter the records as shown below.

Book Title	Author	SN	Category	Publisher	Cost
Bible	Gideons	T09	Text Book	Gideons	250

(Take a screen shot and place it in the EVIDENCE document.)

[1]

(v) Using the field names of the student table;

SN, Surname, First name, Class, Town, generate a report and
save it as BOOK REPORT.

(Take screen shot and place it in the EVIDENCE document. [2]