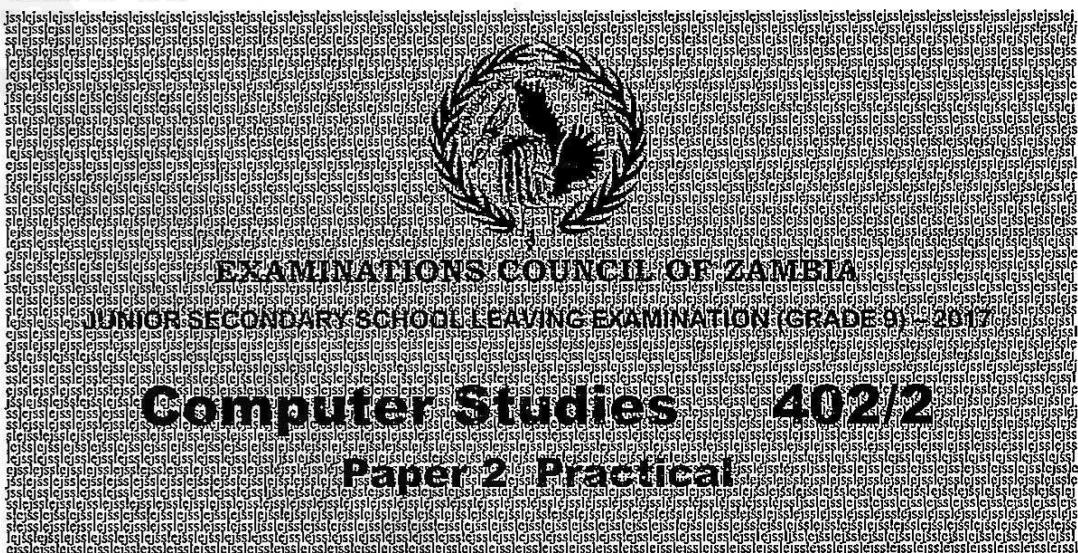# SET A

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2017

Computer Studies 402/2

Paper 2 Practical

(INTERNAL CANDIDATES)

DAY ONE PAPER

Time: 1 hour 30 minutes

Instructions to candidates

1 There are **two** questions in this paper, answer both.

2 Carry out every instruction in each step.

3 Make sure that your name, examination number and school/centre name are typed at the top of every printout.

4 At the end of the examination, print out your work.

5 Do not write anything on your printouts.

Information for candidates

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Question 1

You are required to use Microsoft PowerPoint Presentation Program for this question.

(a)   Open a blank PowerPoint presentation and type your name, examination number and centre name in the footer.   [2]

(b)   Insert an automatic slide numbering style on slide 1.   [1]

(c)   Add two more slides.   [1]

(d)   On the first slide,

    (i)   move the place holder named "click to add title" to the top and the place holder called "click to add subtitles" slightly below.   [1]

    (ii)   type the title as "Telephone Usage Analysis".   [1]

    (iii)   type the following text in the subtitle place holder:

        Snapshot analysis of the telephone usage within the company.

        This brief presentation of the results of one recent telephone use analysis.   [2]

(e)   On the second slide,

    (i)   add the title "Company Departments"   [1]

    (ii)   type the following using the bullet list style:

• Transport	• Production
• Cleaning	• Purchasing
• Human Resource	• Sales
• IT	• Security
• Maintenance	• Site Management
• Accounts	

[3]

    (iii)   below the bulleted list, type the text "Telephones were used by other departments but some have been removed."   [2]

(f) On the third slide,

(i) use the table below to create a pie chart. [3]

Department	Minutes
Sale	4860
Purchasing	2400
Security	3820
Production	894
Site Management	1290

(ii) place the chart in the centre of the slide. Enlarge the chart so that it is clearly visible. Each segment must show the department and the percentage value. Type the slide title as "Telephone Analysis". [2]

(iii) Below the chart, type the following text:

As you can see, the majority of our calls come from the Sales Department. These figures are the average values per day for the departments. [1]

Print the slides.

[Turn over

Question 2

You are required to use Microsoft Excel Spreadsheet for this question.

(a) Open a new worksheet and type your name, examination number and school/centre name in the header. [2]

(b) Create the worksheet below.

	A	B	C	D	E	F
1	SCHOOL TRIPS					
2	TOUR	DURATION (HRS)	ADULT COST (K)	CHILDREN COST	MEALS	TOTAL COST
3	Victoria Falls	6	45	30	75	
4	Egypt Cairo	4	41	25	75	
5	River Nile	2	81	48	75	
6	South Africa	12	10	5	75	
7	Namibia	3	18	12	75	
8						
9	Average					

[4]

(i) In cell F3 use the formula, (Duration) × (Adult Cost) + (Duration) × (Children Cost) + (Meals), to find the TOTAL COST for the tour to the Victoria Falls. [2]

(ii) Replicate this formula through to F7. [1]

(iii) Type the formula in cell B9 to calculate the Average Duration. [2]

(iv) Replicate this formula through to F9. [1]

(v) Format the heading "SCHOOL TRIPS" to 24 pts font size and apply the bold attribute. [2]

(vi) Use cell ranges A3 to A7, and F3 to F7 only to produce a bar graph which shows;

the X-axis labelled as TOTAL COST and the Y-axis labelled as TOUR and the chart title as EDUCATIONAL TOUR EXPENSE ANALYSIS. [3]

(vii) Highlight the spreadsheet and format it to show all borders. [1]

(viii) Apply a grey shading to the cell range A2 to F2. [1]

(ix) Click on show formulas. [1]

Print the worksheet and bar graph.

SET B

Computer Studies 402/2
Paper 2 Practical

(INTERNAL CANDIDATES)

DAY TWO PAPER

Time: 1 hour 30 minutes

Instructions to candidates

1   There are **two** questions in this paper, answer both.

2   Carry out every instruction in each step.

3   Make sure that your name, examination number and school/centre name are typed at the top of every printout.

4   At the end of the examination, print out your work.

5   Do not write anything on your printouts.

Information for candidates

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DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Question 1

You are required to use Microsoft PowerPoint Presentation program for this question.

(a) Open a new slide and select "Title and Content" slide layout. [1]

(b) Type your name, examination number and school/centre name in the footer. [2]

(c) In the "click to add title" frame, type the words "Grade 8 Mathematics Test Results Analysis". [1]

(d) **(i)** In the "click to add title" frame, insert a chart/graph using clustered cylinder chart layout. [1]

   (ii) Format the graph by editing data in the open excel spreadsheet as shown in the table below. [3]

◢	A	B	C	D
1		GRADE 8A	GRADE 8B	GRADE 8C
2	TERM 1	98	88	69
3	TERM 2	51	79	58
4	TERM 3	41	86	53
5	AVERAGE SCORE			
6				

   (iii) Type a formula in B5 in the open spreadsheet to calculate the Average score for the data in cells B2 : B4. [2]

   (iv) Replicate the formula through to D5 and close excel spreadsheet. [1]

(e) **(i)** Insert new slide and select "content with caption" layout. [1]

   (ii) Copy the title from the first slide and paste it in the "click to add title" frame on the new slide (slide 2). [1]

   (iii) Below the title that you have pasted on slide 2, use the square bulletin to type the following in the "click to add text" frame: [2]
   – Grade 8A performed least in term two.
   – Grade 8B best performance in term two
   – Grade 8C performed better than 8A

   (iv) Insert the stacked line chart on slide 2. [1]

   (v) Edit the table containing data in the open excel spreadsheet by using the data in the table in part **(d) (ii).** [3]

   (vi) Change the number of slides to be printed per page to two (2). [1]
   Print the slides.

Question 2

You are required to use Microsoft Excel Spreadsheet program for this question.

(a) Open a new worksheet. Type your name, examination number and school/centre name in the footer. [2]

(b) Type the title "COMPARING DENSITIES" in B1 using font size 16pts. [2]

(c) Complete the table below using the following data: [4]

— Object A has mass of 300g, area of 15cm², height of 15cm and sinks in water.

— Object B has mass of 450g, area of 9cm², height of 10cm and sinks in water.

— Object C has mass of 170g, area of 80cm², height of 12cm and floats on water.

— Object D has mass of 210g, area of 70cm², height of 30cm and floats on water.

— Object E has mass of 100g, area of 12cm², height of 10cm and floats on water.

	A	B	C	D	E	F	G
1							
2	OBJECT	MASS (g)	AREA (cm²)	HEIGHT (cm²)	VOLUME (cm³)	DENSITY	COMMENT
3	A						Sinks
4							
5							
6							
7	E						Floats
8							
9	Highest Density			No. of objects that float on water			

(i) Type a formula in cell E3 to calculate the volume. (Volume = Area × Height) [2]

(ii) Replicate the formula in cell E3 through to E7. [1]

(iii) Type a formula in cell F3 to calculate the density for object A. [2]

(iv) Replicate the formula in cell F3 through to F7 and format the answer to 1 decimal place. [2]

(v) Type a function in cell B9 to display the highest density. [2]

(vi) Type a function in cell E9 to display the total number of objects from the table that will float. [2]

(vii) Click on show formula. [1]

Print the worksheet.

SET C

EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2017

Computer Studies   402/2
Paper 2 Practical

(INTERNAL CANDIDATES)

DAY THREE PAPER

Time: 1 hour 30 minutes

Instructions to candidates

1   There are **two** questions in this paper, answer both.

2   Carry out every instruction in each step.

3   Make sure that your name, examination number and school/centre name are typed at the top of every printout.

4   At the end of the examination, print out your work.

5   Do not write anything on your printouts.

Information for candidates

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Question 1

You are required to use Microsoft PowerPoint presentation program for this question.

(a) Open a new blank slide and delete the title and subtitle place holders.   [1]

(b) Type your name, examination number and school/centre name in the footer. [2]

(c) Duplicate the slide.   [1]

(d) On slide 1, type the heading "COMPUTER CONSULTANT LTD" and centre align.   [2]

(e) Change the font size of the heading to 48 pts and apply the shadow attribute.   [2]

(f) Type the subheading "DEALS IN COMPUTER REPAIR AND SOFTWARE INSTALLATION."   [1]

(g) Centre-align the subheading and change the font size to 36 pts.   [2]

(h) Under the subheading, create the table below.

■ Hardware installation	■ Setting up a network
■ Backing up files	■ Hardware maintenance
■ Software installation	■ Setting up internet services
■ Virus scanning	■ Data Recovery

     [4]

(i) Format the table to light style 3.   [1]

(j) On slide 2, use the data in the table below to create a clustered column graph.

Services provided	Monthly costs (ZMW)
Virus scanning	700
Hardware installation	200
Software installation	600
Data recovery	350
Backing up files	400
Setting up internet services	650
Network setup	850

     [4]

Print all the slides.

Question 2

You are required to use Microsoft Excel Spreadsheet program for this question.

(a) Open a new worksheet and change the page layout to landscape. [1]

(b) Type your name, examination number and school/centre name in the header. [2]

(c) Type the data as shown in the worksheet below. [4]

	A	B	C	D	E	F	G	H
1								
2	ITEM	JAN	FEB	MAR	APR	MAY	JUNE	AVERAGE
3	Printer	4	2	1	3	4	4	
4	Modem	7	1	2	1	7	8	
5	Router	8	8	6	2	7	2	
6	Scanner	11	1	1	8	6	2	
7	Speaker	16	10	3	7	9	2	
8								
9	Number of Items							
10								

(i) Format the text alignment of cell range A2 to G2 to 45°. [1]

(ii) Type the title "Computer Equipment Bought from JAN to JUNE" in cell A1. [1]

(iii) Change the font attributes of the title to italics. [1]

(iv) Type the formula in cell H3 to calculate the average number of printers bought over six months. [2]

(v) Replicate the formula from H3 through to H7. [1]

(vi) Delete column F. [1]

(vii) In cell B9 type the function to find the total number of items bought using the cell range A3 to A7. [2]

(viii) Using column A and H only, create an exploded pie chart, add category name and percentage attributes to the pie chart. [3]

(ix) Click on show formulas. [1]

Print the worksheet.

Computer Studies/402/2/2017

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