



EXAMINATIONS COUNCIL OF ZAMBIA
JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) - 2014

COMPUTER STUDIES 402/2

PAPER 2

**PRACTICAL TEST
(SPECIMEN)**

(INTERNAL & EXTERNAL CANDIDATES)

TIME: ONE AND HALF HOURS (1½)

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 TO 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 a spreadsheet 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. [1]
- (c) Enter the data in the table below. [4]

	A	B	C	D	E	F	G	H
1	NAME	MATHS	CIVICS	HISTORY	ENGLISH	GEOGRAPHY	TOTAL	AVERAGE
2	Deano	87	90	80	75	92		
3	Jabes	90	90	87	68	91		
4	Choolwe	43	85	87	69	90		
5	Kiyembe	68	69	88	70	93		
6	Kyle	75	70	89	80	94		
7	Allwila	70	72	90	77	95		
8	Enalah	22	80	82	78	93		

- (d) Change the font name to Arial and font size to 12pt. [2]
- (e) Type a formula in cell G2 to calculate the total marks. [2]
- (f) Replicate the formula from G2 through G8. [1]
- (g) Sort the spreadsheet in ascending order of names. [1]
- (h) Insert two rows above cell A1 and then type STUDENTS RESULTS in cell D1. [2]
- (i) Merge and centre cells A1 through the H1 and change the font size to 14pt. [2]
- (j) Type a formula in cell H4 to calculate the average marks. [2]
- (k) Replicate the formula in H4 through to H10. [1]
- (l) Click on show formulas. [1]

Print the worksheet.

Question 2

You are required to use a word processor to create the document below.

- (a) Open a blank word processing document. [1]
 (b) Type your name, examination number and school/centre name in the header. [1]
 (c) Type the letter below. [4]

C/o AB Limited
 Box 2
 MBAMBANE

29th November 1982

The Manager
 XYZ Limited
 Box 14
 MUKULUMA

Dear Sir/Madam

REF: APPLICATION FOR EMPLOYMENT AS A TYPIST

Reference is made to the advertisement which appeared in the IT Newspaper dated 25th October, 1982. I hereby submit my application for the above mentioned position.

I am a Zambian citizen aged 28 who has an advanced certificate in typing.

Find attached my academic qualifications.

Your favourable response will be highly appreciated.

Yours faithfully

- (d) Centre align the subject and make it bold. [2]
 (e) Type your name below the word faithfully. [1]
 (f) Set the font size of the entire document to 12 pt and change the font face to Tahoma. [2]
 (g) Replace the name XYZ Limited with the name MABOMA SUPPLIERS. [1]
 (h) Leave two line spaces and then create the table as shown below. [4]

FROM	TO	SCHOOL	QUALIFICATION
1997	2004	Perfect Primary School	Grade 7 certificate
2005	2006	Tasheni Secondary School	Grade 9 certificate
2007	2010	Blessing Secondary School	Grade 12 certificate
2012	2013	ICT College	Typing certificate

- (i) Insert another column after the column headed QUALIFICATION and give it a heading EXPERIENCE. [2]
- (j) Format the contents of the top row of the table to bold. [1]
- (k) Apply grey shading to the first row of the table. [1]

Print the document.