



EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) 2015

Computer Studies 402/2 Paper 2

(INTERNAL AND EXTERNAL CANDIDATES)

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.

www.eczpastpapers.com

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 Microsoft Excel Spreadsheet for this question.

- (a) Open a new worksheet. [1]
- (b) Type your name, examination number and school/centre name in the header. [1]
- (c) Create the worksheet below. [4]

	A	B	C	D
1	Payroll – Nursery School			
2	For week ending September 17, 2015			
3				
4	Name	Hourly rate	Hours worked	Gross pay
5	Jordan	14.45	40	
6	Godna	12.53	38	
7	Walubita	11.35	38	
8	Chuck	13.51	32	
9	Gama	10.55	38	
10	Kirsten	12.25	25	
11			TOTAL	

- (i) Merge and centre the range A1:D1. [2]
- (ii) Change the font size of the entire worksheet to 20pt. [1]
- (iii) In cell D5, enter the formula that will multiply hourly rate and hours worked. [2]
- (iv) Copy the formula in D5 through D10. [2]
- (v) Calculate the total amount to be paid to all the workers in cell D11. [2]
- (vi) Bold the total in cell D11 and apply underline. [2]
- (vii) Apply grey shading to the range A4:D4. [1]
- (viii) Click on formulas, followed by show formula. [1]
- (ix) Print the worksheet. [1]

Question 2

You are required to use Microsoft Word to create the document.

- (a) Open a blank word document.
- (b) Type in bold your name, examination number and school/centre name in the header of the document. [2]
- (c) Type the letter below. [4]

The Marketing Manager

Marketing Department

Goodwear Clothing

P.O. Box 40037

Marshall Town

Mbuzi

Dear Mr Gamagama,

Thank you for your friendly service.

I refer to our telephone conversation regarding the closing of my Clothing account.

I am currently reviewing my financial situation. It will be in my best interest to work on cash basis with most companies.

Due to the above, I wish to close my Clothing account. My account with your company is paid up to date and I have not used it for the last two years.

Regards,

- (i) Change the line spacing of the whole document to 1.5. [1]
- (ii) Type your name below the word "Regards" and bold face it. [2]
- (iii) Insert today's date above the address and italicize it. [2]
- (iv) Create a blank line between the date and the address. [1]
- (v) Insert a new blank line between the salutation (Dear Mr Gamagama) and the first sentence. [1]
- (vi) Type the following text in the blank line:
REF: Account No. JK8072CK [1]
- (vii) Bold face and underline the text in part (vi). [2]
- (viii) Move the sentence "Thank you for your friendly service" so that it becomes the concluding sentence of the letter. [2]
- (ix) Set all the margins of the entire document to 2cm. [1]
- (x) Print the document. [1]