

EXAMINATIONS COUNCIL OF ZAMBIA

Examination for General Certificate of Education Ordinary Level

Computer Studies

7010/2

Paper 2 Practical

Thursday

13 JULY 2017

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.

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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
1	Salary scale			
2	I	7.5		
3	H	9.2		
4	G	10.5		
5	E	12.6		
6				
7	NAME	SALARY SCALE	CONTRACT HOURS	SALARY
8	Chilando	I	34	
9	Betty	E	66	
10	Raphael	G	72	
11	Goodman	H	53	
12	Edina	E	66	
13	Mundeva	I	34	
14	Eshly	G	72	
15			TOTAL	

[2]

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

(b) Merge and centre cells A1 and B1.

[1]

(c) Apply a grey shading to the lookup table A1:B5 and format the cells to border attribute.

[2]

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

(d) In cell D8, enter the VLOOKUP function to calculate the salary for Chilando. = VLOOKUP (B8, \$A\$2: \$B\$5, 2,0)*C8.

[3]

(e) Replicate the function in Cell D8 through to D14.

[1]

(f) In cell D15, enter the formula to calculate the TOTAL for the salary.

[2]

(g) Sort the cell range A8:D14 in descending order of NAME.

[1]

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

(h) Use the data in the cell ranges A8:A14 and D8:D14 only to create a clustered column chart with 3D effect.

[2]

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)**.

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

- (a) (i)** Create a database with the following file structure and save it as EMPLOYEE_TABLE.

Field Name	Data type	Field size	
Staff_Number	Text/short text	4	
First name	Text/short text	15	
Surname	Text/short text	15	
Sex	Lookup wizard		
Address	Memo/long text		
Salary	Number/numeric		
Department	Text/short text	25	[2]

- (ii)** Select an appropriate primary key. [1]

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

- (b)** Enter the following records in the EMPLOYEE_Table:

Staff Number	Surname	Firstname	Sex	Address	Salary	Department
EM 01	Likezo	Nyambe	M	Mongu	4500	Accounts
EM 02	Mwansa	Sandra	F	Kasama	2500	Logistics
EM 03	Foloko	Agness	F	Ndola	3500	Marketing
EM 04	Nyirongo	Akapelwa	M	Lundazi	4500	Accounts

[2]

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

- (c) (i)** From the table created in part **2(b)**, use a wizard to create a form in tabular layout. [2]

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

- (ii)** Enter the following data in the form which you have created:

EM05, Ndungu, Derick, M, Kabwe, 2500, Accounts

EM06, Kamavu, Sophie, F, Solwezi, 2500, Logistics [1]

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

(d) Make a query which:

(i) Shows male employees only and salary above 3500. [2]

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

(ii) Sorts the records in descending order of salary. [1]

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

(iii) Contains a new calculated field called new salary. Take bonus to be 500.
Use the following criteria to make the calculations: [3]

$\text{New_Salary} = \text{SALARY} + \text{BONUS}$

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

(iv) Filters the records for female employees only. [1]

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

Print the EVIDENCE document.

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