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.

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 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]

New_ Salary = SALARY + 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.