SET A

EXAMINATIONS COUNCIL OF ZAMBIA
JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2016

Computer Studies  402/2
Paper 2  Practical

(INTERNAL AND EXTERNAL 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.

©ECZ/2016/N2  This question paper consists of 3 printed pages.
Question 1
You are required to use a 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 in the table below. [4]

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ITEMS</td>
<td>JANUARY</td>
<td>FEBRUARY</td>
<td>MARCH</td>
<td>APRIL</td>
<td>MAY</td>
<td>TOTAL</td>
<td>VAT(0.18)</td>
</tr>
<tr>
<td>3</td>
<td>Salt</td>
<td>20</td>
<td>40</td>
<td>55</td>
<td>15</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sugar</td>
<td>50</td>
<td>60</td>
<td>70</td>
<td>40</td>
<td>52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Milk</td>
<td>60</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cooking oil</td>
<td>10</td>
<td>40</td>
<td>80</td>
<td>25</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Soap</td>
<td>35</td>
<td>39</td>
<td>15</td>
<td>40</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tissue</td>
<td>48</td>
<td>36</td>
<td>10</td>
<td>30</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(i) Type the title "HOUSE BUDGET for 2016" in cell A1 and merge and centre cells A1 to F1. [2]

(ii) Change the font name to Arial Black and font size to 18pts to the title "HOUSE BUDGET for 2016". [2]

(iii) Type a formula in cell G3 to calculate the TOTALS. [2]

(iv) Replicate the formula from G3 through to G8. [1]

(v) Sort the spreadsheet in ascending order of ITEMS. [1]

(vi) Type 'TOTAL EXPENSE' in cell F9. Type the formula in G9 to calculate the TOTAL EXPENSE. [2]

(vii) The value added Tax (VAT) is at 18% as shown in cell H2. Type the formula in H9 to calculate the TOTAL EXPENSES inclusive of VAT. [2]

(viii) Click on show formulas. [1]

Print the worksheet.
Question 2

You are required to use a word processing program for this question.

(a) Open a blank word processing document and type your name, examination number and school/centre name in the header. [2]

(b) Type the following text: [4]

INFORMATION COMMUNICATION TECHNOLOGY (ICT)
Information and Communication Technology (ICT) is a term that covers all forms of software, computer and communications equipment used to create, store, transmit, interpret and produce information in its various formats.

Information Technology (IT) is the technology which supports activities involving the creation, storage, handling and communication of information with their related methods, management and application.

Data processing (DP) is the collection and manipulation (processing) of items of data to produce meaningful information.

(i) Change the font style of the title 'INFORMATION COMMUNICATION TECHNOLOGY (ICT)' to Times New Roman font, size 18 pts and align left. [2]

(ii) Set the entire document to 1.5 paragraph spacing. [1]

(iii) Set the whole document to font size 12 pts and the font face to Times New Roman. [2]

(iv) Format the document to two columns except the title and insert a line between columns. [2]

(v) Insert the clip art/image of your choice after the word 'application' in the second paragraph. [2]

(vi) Choose 'plain number 2' style to insert the page number at the bottom of the page. [1]

(vii) Justify the whole document. [1]

(viii) Drop cap the first letter 'I' in the first paragraph so that it falls/drops into three lines. [3]

Print the document.
Time: 1 hour 30 minutes

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Question 1

You are required to use a 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]

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DATE</td>
<td>DETAIL</td>
<td>CASH A/C</td>
<td>BANK A/C</td>
</tr>
<tr>
<td>5</td>
<td>03/03/2016</td>
<td>Sales by cash</td>
<td>4,500</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11/03/2016</td>
<td>Purchases by cash</td>
<td>2,710</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12/03/2016</td>
<td>Purchases by cheque</td>
<td></td>
<td>3,741.50</td>
</tr>
<tr>
<td>8</td>
<td>13/03/2016</td>
<td>Purchases by cheque</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>9</td>
<td>14/03/2016</td>
<td>Sales by cheque</td>
<td></td>
<td>14,200.50</td>
</tr>
<tr>
<td>10</td>
<td>26/03/2016</td>
<td>Sales by cash</td>
<td>7,800</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>27/03/2016</td>
<td>Deposit</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>12</td>
<td>30/03/2016</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>31/03/2016</td>
<td>Balance c/d</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(i) Merge and centre the cell range A1:F1. [1]

(ii) Type the text 'MULILO CASH BOOK' in the merged cells. [1]

(iii) Format the text in the merged cells to font size 16 pts. [1]

(iv) Delete rows 2 and 3. [1]

(v) Merge cells C2:D2 and E2:F2. [2]

(vi) Type the formula in cell C11 to calculate the total for cell C4 and cell C9. [2]

(vii) Replicate the formula in cell C11 through cell F11. [1]

(viii) Apply all border style to the cells that contain data in the worksheet. [1]

(ix) Type the formula in cell C12 and cell E12 to calculate the balance c/d. [2]

(x) Click on show formulas. [1]

Print the worksheet.
Question 2

You are required to use a word processing program for this question.

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

(b) Type the passage below. [4]

Likezo a grade nine learner of Khumbiza Secondary School has been learning Computer Studies and Civic Education. In one of the educational tours to the Competition and Consumer Protection Commission offices, Likezo was given a brochure which had the following information:

Know your rights

The Competition and Consumer Protection Act no. 24 of 2010 defines a consumer as any person “who purchases or offers to purchase goods or services supplied by an enterprise in the course of business and includes a business person, who uses the product or service supplied as an input to its own business, a wholesaler, a retailer and a final consumer.”

The brochure is not a substitute for the act and the regulations and orders made under it.

(i) Select the entire passage, change the font size to 12pt and line spacing to 1.5. [2]

(ii) Set the margins to wide. [1]

(iii) Change the statement “Know your rights” to upper case, centre it and make it bold. [3]

(iv) Indent the statement in the quotation marks to the right. [2]

(v) Insert a clip art/image between the words “business” and “person.” [1]

(vi) Drop cap letter “T” which is at the beginning of the statement under “know your rights” so that it falls/ drops into four lines. [2]

(vii) Type ‘CCPC – 2016’ in the footer, centre it and change it to italics. [2]

(viii) Change the text ‘CCPC – 2016’ in the footer to font size 10pts. [1]

Print the document.
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