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.

Information to candidates

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

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This question paper consists of 3 printed pages.

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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]

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