

KAMUZU BARRACKS COMMUNITY DAY SECONDARY SCHOOL



2024 - 25 MALAWI SCHOOL CERTIFICATE OF EDUCATION EXAMINATION

COMPUTER STUDIES

Subject Number: M039/II

December, 2024

Time Allowed: 2 h 30 min Sessions
8:00 am onwards

PAPER II

(50 marks)

Instructions

1. This paper contains 4 printed pages. Please check.
2. This paper has three questions. Answer all the questions.
3. All questions should be answered using a computer. After completing each question, **print your work**. Save the answers in a removable disk to be submitted together with the printed copy.
4. After saving your work in the removable disk, **delete** any work that you may have saved in the computer. Failure to follow this instruction may lead to other candidates copying your work and this may lead to disqualification.
5. Write your **Examination Number** at the top of each page of the answer sheet used and on the removable disk.
6. At the end of the paper, submit **all** your answer sheets and the removable disk used to the invigilator.



Answer **all** questions in this paper.

1. a. Create a spreadsheet document named “Sales Analysis” and save it in a removable disk. **(2 marks)**
- b. In the spreadsheet, enter the data as shown in **Table 1** below. **(3 marks)**

Table 1

PRODUCT	JANUARY	FEBRUARY	MARCH	TOTAL SALES	PEFORMANCE GRADE
Bread	1550	1800	1700		
Sugar	1225	1600	1500		
Salt	2150	2200	2000		
Soap	1000	1105	1055		
Polish	1800	1900	2000		

- c. Insert a new row above the table and type the title “Quarter Year Sales Analysis” **(2 marks)**
- d. Merge and centre the title row. **(1 mark)**
- e. Use a function to calculate the total sales for each product over the three months in the Total Sales column. **(2 marks)**
- f. In the Performance Grade column, assign label ‘A’ for products whose total sales are greater or equal 5000. ‘B’ for products whose total sales are between 4000 and 4999, and ‘C’ for products whose total sales are less than 4000. **(3 marks)**
- g. Sort the data in descending order based on the total sales. **(2 marks)**
- h. Filter the sorted data to display only products with performance grade ‘A’ only. **(2 marks)**
- i. Apply borders to the filtered data. **(1 mark)**
- j. Insert your full name as a left header. **(1 mark)**
- k. Print the filtered data and submit together with the removable disk. **(1 mark)**



2. a. Create a word document named “Codegiya receipt” and save it in a removable disk. (2 marks)

b. In the word document, enter the data as show below. (6 marks)

Codegiya Tech.

RECEIPT

Area 23, Chilinde Road
Lilongwe, Malawi.

Bill To

Grace Phiri
Area 13, Gravity Mall
Lilongwe, Malawi

Ship To

Grace Phiri
Area 23, Barracks Road
Lilongwe, Malawi

Receipt No: 00236-MW

Date: 21/11/2024

Due Data: 28/11/2024

NO.	DESCRIPTION	QYT	UNIT PRICE	AMOUNT
1	Arduinos	2	60,000	
2	Jumpers	6	300	
3	Smoke Sensors	2	15,000	
			TOTAL	

Terms & Conditions

Payment is due within 5 days

Name of Bank: National Bank

Account Number: CD195MW

Contact: +265 881 60 07 42

c. Change the case of the words ‘Codegiya’ to upper case. (1 mark)

d. In the AMOUNT column, insert a formula to calculate the amount for each item bought. (4 marks)

e. Use a formula to calculate the TOTAL amount. (2 marks)

f. Change the font colour of the words ‘Terms & conditions’ to green. (1 mark)

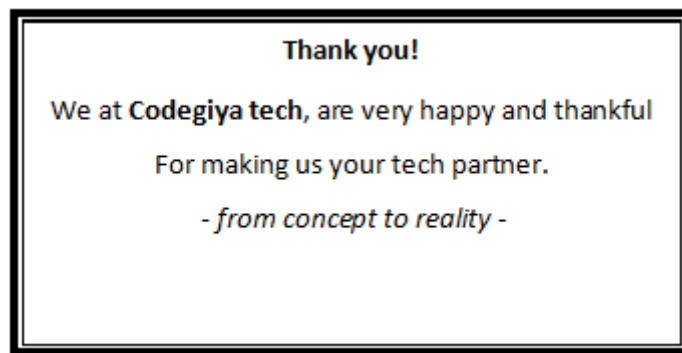
g. Add the web address ‘www.codegiya.mw’ as the right footer. (1 mark)

h. Insert your full name as a left header. (1 mark)



Continued/...

- i. Apply a shadow page border to the whole document. **(1 mark)**
- j. Print the word document. **(1 mark)**
- 3. a. Create a thank you card using desktop Publisher named “Codegiya Thanks” and save it in a removable disk. **(2 marks)**
- b. Insert a text box of height 4cm and width 8cm and type the text as shown below. **(3 marks)**



- c. Change the font type for the text “Thank you!” to Brush Script MT, size 28. **(2 marks)**
- d. Duplicate the card so that you have two cards on a single page one on the right and the other on the left. **(1 mark)**
- e. Insert a footer and type your full name. **(1 mark)**
- f. Print your work and submit together with the removable disk. **(1 mark)**



END OF QUESTION PAPER

NB: This paper contains 4 printed pages.