



THE MALAWI NATIONAL EXAMINATIONS BOARD

2025 MALAWI SCHOOL CERTIFICATE OF EDUCATION EXAMINATION

COMPUTER STUDIES

Subject Number: M039/II

Monday, 21 July

**Time Allowed: 2 h 30 min sessions
8:00 am onwards**

PAPER II

**Practical
(50 marks)**

1. This paper contains 4 printed pages. Please check.
2. Write your **Examination Number** at the top of each page of the answer sheet used and on the removable disk.
3. This paper has **three** questions. Answer **all** the questions.
4. All questions should be answered using a computer. After completing each question, **print your work** and save the answers in a removable disk to be submitted together with the printed copy.
5. 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.
6. At the end of the paper, submit **all** your answer sheets and the removable disk used to the invigilator.

A003



Answer all questions in this paper.

1. a. Create a spreadsheet file bearing the name of your examination ID number and save it in a removable disk. (2 marks)
- b. In the spreadsheet file, enter the data as shown in **Table 1**. (5 marks)

Table 1

Team	Games Played	Games Won	Games Draw	Games Lost	Total Points
Nchalo United	5	2	1	2	
Dowa Rangers	5	4	0	1	
Thyolo Mighty	5	2	1	2	
Salima Warriors	5	3	2	0	
Chitipa Lions	5	3	1	1	
Mchinji Hammers	5	1	3	1	

- c. (i) Given that a game won gives 3 points, a draw game 1 point and a loss 0 point, enter a formula that calculates total number of points for Nchalo United. (3 marks)
- (ii) Copy the formula to calculate the total points for each of the remaining teams. (1 mark)
- d. Insert a centre footer and type your ID number (2 marks)
- e. Protect your workbook using your ID number as the password (4 marks)
- f. Sort the teams starting with the one with the highest total points (1 mark)
- g. Apply all borders to the cells with data. (1 mark)
- h. Print your work. (1 mark)

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2. a. Create a database file named “ICT Inventory” and save it in a removable disk. (2 marks)
- b. Design a table named “ICT” (2 marks)
- c. In the table designed in (b), enter the data as shown in Table 2. (6 marks)

Table 2

Office Id	Room _Office	Department	Number of Acer	Number of Dell
YSS 1	Headteacher	Admin	1	1
YSS 2	HOD Science	Science	2	1
YSS 3	HOD Language	Language	1	0
YSS 4	HOD Humanities	Humanities	1	1
YSS 5	Comp Lab	Science	16	12
YSS 6	Library	Admin	1	1

- d. Make Office Id as a primary key (1 mark)
- e. Create a form using form wizard that displays number of each brand of computer in each department displaying Room_Office (6 marks)
- f. Type your examination number as a form. (2 marks)
- g. Print the form. (1 mark)

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A003



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3. a. Create a publication named "My Card" and save it in a removable disk. (2 marks)
- b. Enter data as shown below:

CHAPANAMA SECONDARY SCHOOL P.O. BOX 40 VILLA
Contacts : 09900202 08830303

- c. Insert 8 points explosion shape. (2 marks)
- d. Insert the following text inside the shape "Tree planting". (2 marks)
- e. Insert header and type your examination number. (1 mark)
- f. Print your work. (1 mark)

A003



END OF QUESTION PAPER

NB: This paper contains 4 printed pages.