

4.9.2 Computer Studies Paper 2 (451/2)

- 1 Mavuno Group of hotels offer accommodation services to clients. The accommodation rooms are categorised as single, double or VIP; each attracting different rates. The rooms with fridges stocked with drinks attract an extra cost. The management of the hotel intends to use a spreadsheet program to compute the revenue from the rooms.

- (a) Open the spreadsheet program and create a worksheet to appear as shown in **Figure 1**. Save the workbook as **room charges**. (15 marks)

	A	B	C	D	E	F	G	H
1	SERVICE COST PER DAY							
3	Single (S)	1500						
4	Double (D)	2800						
5	VIP (V)	3200						
6	Fridge (F)	300						
7								
8	Room Id	Guest ID	Days	Room Status	Fridge Availability	Room Charges	Fridge Charges	Total Charges
9	363	RM001	3	D	Yes			
10	103	RM002	1	D	Yes			
11	368	RM003	1	S	No			
12	332	RM004	4	D	No			
13	370	RM005	5	D	Yes			
14	102	RM006	1	S	No			
15	383	RM007	4	D	Yes			
16	233	RM008	3	D	Yes			
17	325	RM009	3	V	Yes			
18	364	RM010	1	V	Yes			
19	114	RM011	1	D	Yes			
20	174	RM012	4	S	No			
21	330	RM013	5	D	Yes			
22	147	RM014	2	D	Yes			

Figure 1

- (b) Name the cell containing the value; 1500 as SR, the cell containing 2800 as DR, the cell with 3200 as VP and the cell with 300 as FR. (4 marks)
- (c) () In the column with title Room Charges, enter a formula that can be copied down the column to multiply the value in days by SR if the room status value is S or

- multiply the value in days by DR if the room status value is D or multiply the value in days by VP if the room status value is V. (8 marks)
- (ii) In the column with the title *Fridge Charges* enter a formula that can be copied down the column to compute *Fridge Charges*. (3 marks)
- (iii) In the column with the title *Total Charges*, enter a formula that computes the total of the *Room Charges* and *Fridge Charges* for each guest. (2 marks)

- (d) Format the *Room Charges*, *Fridge Charges* and *Total Charges* values as currency with zero number of decimal places. (2 marks)
- (e) (i) Copy all the contents of the current work sheet to a new worksheet (1 mark)
- (ii) Name the initial worksheet as ORIGINAL and the copied worksheet as NEW (2 marks)

ChartTitle	Single Room Revenue
X-axis	GuestID
Y-axis	Revenue in Ksh.

(3 marks)

- (iv) Rename the chart sheet as **SREVENUE**. (1 mark)
- (g) Printout later each of the following:
- (i) ORIGINAL Worksheet (1 mark)
- (ii) NEW Worksheet (1 mark)
- (iii) SREVENUE Chart (1 mark)

2 The management of a county scout movement intends to award certificates of participation to the scouts who attended a fire rescue seminar. Assuming that you have been tasked to design the certificates.

- (a) Open a Desktop Publishing program and make the following page settings. (4 marks)
- | | | |
|-------|-------------|----------------|
| (i) | Orientation | landscape |
| (ii) | Units | centimetres |
| (iii) | Papersize | A4 |
| (iv) | Margins | 2 cm all round |

(a) Design the Room Charges, Fridge Charges and Bed Charges tables as company with any number of hotel guests. (4 marks)

(b) Copy all the contents of the current worksheet to a new worksheet. (1 mark)

(b) Create the certificate as it appears in **Figure 2**. Save the design as **Certificate**. (45 marks)

(c) Print out the certificate in the NEW, extract only the records whose ROOM STATUS is in the NEW. (1 mark)

(ii) Create a column bar chart that compares the *Room Charges* and *Fridge Charge* for guests whose Guest Id are RM003, RM006 and RM012. (4 marks)

(iii) Insert the following labels in the chart created in (ii)

Single Room Booking	:	Single Room Booking
Double Room Booking	:	Double Room Booking
Room in Hall	:	Room in Hall

(d) Design the chart sheet as follows. (1 mark)

(e) Design the chart sheet as follows:

(i) Single Room Booking

(ii) Double Room Booking

(iii) Room in Hall

2. The management of a company want to conduct a survey of qualification to determine who attended a life saving course. Assuming that you have been asked to design the certificate.

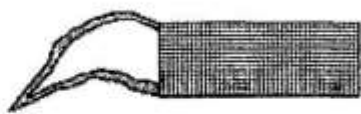
(a) Open a Drawing Application program and create the following page settings. (2 marks)

Orientation	:	Portrait
Width	:	100mm
Height	:	100mm
Margin	:	5 mm all round

(b) Design the certificate as it appears in Figure 2. Save the design as Certificate. (4 marks)

(c) Print out the certificate in the NEW. (1 mark)

Certificate *of* Participation



Awarded to:

for the phenomenal participation on

FIRE EMERGENCY RESCUE

PRESENTED BY:

ON THIS DAY:



Figure 2

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