

# **G9 ECZ COMPUTER STUDIES 2014 SPECIMEN PAPER 2 SOLUTIONS**

**Grade 9 ECZ Computer Studies Paper 2 (402/2 Practical), 2014 Specimen**

1 hour 30 minutes | 2 questions, answer both (practical)

*Practical paper (spreadsheet + word processing, done live in software). The full question paper appears first -- the exact steps/formulas/results*



**EXAMINATIONS COUNCIL OF ZAMBIA**  
**JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2014**

**COMPUTER STUDIES 402/2**  
**PAPER 2**  
**PRACTICAL TEST**  
**(SPECIMEN)**

**(INTERNAL & EXTERNAL CANDIDATES)**

**TIME: ONE AND HALF HOURS (1½)**

**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.**

Question 1

You are required to use a spreadsheet 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. [1]
- (c) Enter the data in the table below. [4]

|   | A       | B     | C      | D       | E       | F         | G     | H       |
|---|---------|-------|--------|---------|---------|-----------|-------|---------|
| 1 | NAME    | MATHS | CIVICS | HISTORY | ENGLISH | GEOGRAPHY | TOTAL | AVERAGE |
| 2 | Deano   | 87    | 90     | 80      | 75      | 92        |       |         |
| 3 | Jabes   | 90    | 90     | 87      | 68      | 91        |       |         |
| 4 | Choolwe | 43    | 85     | 87      | 69      | 90        |       |         |
| 5 | Kiyembe | 68    | 69     | 88      | 70      | 93        |       |         |
| 6 | Kyle    | 75    | 70     | 89      | 80      | 94        |       |         |
| 7 | Aliwila | 70    | 72     | 90      | 77      | 95        |       |         |
| 8 | Enalah  | 22    | 80     | 82      | 78      | 93        |       |         |

- (d) Change the font name to Arial and font size to 12pt. [2]
- (e) Type a formula in cell G2 to calculate the total marks. [2]
- (f) Replicate the formula from G2 through G8. [1]
- (g) Sort the spreadsheet in ascending order of names. [1]
- (h) Insert two rows above cell A1 and then type STUDENTS RESULTS in cell D1. [2]
- (i) Merge and centre cells A1 through the H1 and change the font size to 14pt. [2]
- (j) Type a formula in cell H4 to calculate the average marks. [2]
- (k) Replicate the formula in H4 through to H10. [1]
- (l) Click on show formulas. [1]

Print the worksheet.



**Question 2**

**You are required to use a word processor to create the document below.**

- (a) Open a blank word processing document. [1]  
 (b) Type your name, examination number and school/centre name in the header. [1]  
 (c) Type the letter below. [4]

C/o AB Limited  
 Box 2  
 MBAMBANE

29<sup>th</sup> November 1982

The Manager  
 XYZ Limited  
 Box 14  
 MUKULUMA

Dear Sir/Madam

REF: APPLICATION FOR EMPLOYMENT AS A TYPIST

Reference is made to the advertisement which appeared in the IT Newspaper dated 25<sup>th</sup> October, 1982. I hereby submit my application for the above mentioned position.

I am a Zambian citizen aged 28 who has an advanced certificate in typing.

Find attached my academic qualifications.

Your favourable response will be highly appreciated.

Yours faithfully

- (d) Centre align the subject and make it bold. [2]  
 (e) Type your name below the word faithfully. [1]  
 (f) Set the font size of the entire document to 12 pt and change the font face to Tahoma. [2]  
 (g) Replace the name XYZ Limited with the name MABOMA SUPPLIERS. [1]  
 (h) Leave two line spaces and then create the table as shown below. [4]

| FROM | TO   | SCHOOL                    | QUALIFICATION        |
|------|------|---------------------------|----------------------|
| 1997 | 2004 | Perfect Primary School    | Grade 7 certificate  |
| 2005 | 2006 | Tasheni Secondary School  | Grade 9 certificate  |
| 2007 | 2010 | Blessing Secondary School | Grade 12 certificate |
| 2012 | 2013 | ICT College               | Typing certificate   |

- (i) Insert another column after the column headed QUALIFICATION and give it a heading EXPERIENCE. [2]
- (j) Format the contents of the top row of the table to bold. [1]
- (k) Apply grey shading to the first row of the table. [1]

Print the document.



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**Question Q1.** You are required to use a spreadsheet 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. [1] (c) Enter the data in the table below (NAME, MATHS, CIVICS, HISTORY, ENGLISH, GEOGRAPHY for 7 pupils: Deano 87/90/80/75/92, Jabes 90/90/87/68/91, Choolwe 43/85/87/69/90, Kiyembe 68/69/88/70/93, Kyle 75/70/89/80/94, Aliwila 70/72/90/77/95, Enalah 22/80/82/78/93, with blank TOTAL and AVERAGE columns G and H). [4] (d) Change the font name to Arial and font size to 12pt. [2] (e) Type a formula in cell G2 to calculate the total marks. [2] (f) Replicate the formula from G2 through G8. [1] (g) Sort the spreadsheet in ascending order of names. [1] (h) Insert two rows above cell A1 and then type STUDENTS RESULTS in cell D1. [2] (i) Merge and centre cells A1 through H1 and change the font size to 14pt. [2] (j) Type a formula in cell H4 to calculate the average marks. [2] (k) Replicate the formula in H4 through to H10. [1] (l) Click on show formulas. [1] Print the worksheet.

(a)-(d) Open a new worksheet, then Page Layout -> Orientation -> Landscape. Add your name/exam number/school name to the header (Insert -> Header). Type the given table exactly as shown (columns A-F: Name, Maths, Civics, History, English, Geography; columns G-H left blank for Total/Average). Select the whole data range, then set the font to Arial, size 12pt.

**Answer: (e)-(f) Total marks (Sum of B:F) -- formula in G2: =SUM(B2:F2), giving 424 for Deano. Replicated down G3:G8, this gives: Jabes 426, Choolwe 374, Kiyembe 388, Kyle 408, Aliwila 404, Enalah 355.**

**Answer: (g) Sorting the Name column into ascending (A-Z) order gives this row order: Aliwila, Choolwe, Deano, Enalah, Jabes, Kiyembe, Kyle.**

(h)-(i) Right-click the row-1 header and Insert twice (or select rows 1-2 and Insert Rows) to add two blank rows above the data, pushing the header row down to row 3 and the sorted data down to rows 4-10. Type STUDENTS RESULTS in cell D1 (in the new blank row 1). Select A1:H1, then Home -> Merge & Center, and set its font size to 14pt.

**Answer: (j)-(k) After the two-row insert, the sorted data now occupies rows 4-10 in this order: row4 Aliwila, row5 Choolwe, row6 Deano, row7 Enalah, row8 Jabes, row9 Kiyembe, row10 Kyle. Average marks -- formula in H4: =AVERAGE(B4:F4), giving 80.8 for Aliwila (70+72+90+77+95=404, divided by 5). Replicated down H5:H10, this gives: Choolwe 74.8, Deano 84.8, Enalah 71, Jabes 85.2, Kiyembe 77.6, Kyle 81.6.**

(l) With the whole worksheet selected, use Formulas -> Show Formulas (or Ctrl+`) so that every cell in columns G and H displays its formula text (e.g. '=SUM(B4:F4)', '=AVERAGE(B4:F4)') instead of its calculated value; columns typically widen automatically to fit the longer formula text. Print the worksheet as instructed.



**Question Q2.** You are required to use a word processor to create the document below. (a) Open a blank word processing document. [1] (b) Type your name, examination number and school/centre name in the header. [1] (c) Type the letter below (an address block, date, recipient address, 'Dear Sir/Madam', subject line 'REF: APPLICATION FOR EMPLOYMENT AS A TYPIST', body text, and 'Yours faithfully'). [4] (d) Centre align the subject and make it bold. [2] (e) Type your name below the word faithfully. [1] (f) Set the font size of the entire document to 12pt and change the font face to Tahoma. [2] (g) Replace the name XYZ Limited with the name MABOMA SUPPLIERS. [1] (h) Leave two line spaces and then create the table shown (FROM/TO/SCHOOL/QUALIFICATION, 4 rows: 1997-2004 Perfect Primary School Grade 7 certificate; 2005-2006 Tasheni Secondary School Grade 9 certificate; 2007-2010 Blessing Secondary School Grade 12 certificate; 2012-2013 ICT College Typing certificate). [4] (i) Insert another column after the column headed QUALIFICATION and give it a heading EXPERIENCE. [2] (j) Format the contents of the top row of the table to bold. [1] (k) Apply grey shading to the first row of the table. [1] Print the document.

(a)-(c) Open a new blank document, add your name/exam number/school name to the header, then type the letter exactly as printed in the question (addresses, date, 'Dear Sir/Madam', the REF subject line, the three body paragraphs, and 'Yours faithfully').

**Answer: (d)** Select the subject line 'REF: APPLICATION FOR EMPLOYMENT AS A TYPIST', then apply Center alignment and Bold formatting to it.

**Answer: (e)** On a new line directly below the word 'faithfully', type your own full name.

**Answer: (f)** Select the entire document (Ctrl+A), set the font size to 12pt, and change the font face to Tahoma.

**Answer: (g)** Use Find & Replace (Ctrl+H): find 'XYZ Limited' and replace with 'MABOMA SUPPLIERS' -- this updates the recipient's name wherever it appears in the letter.

(h) Position the cursor after the last line of the letter, press Enter twice to leave two blank line spaces, then Insert -> Table (4 columns x 5 rows) and type the given headings (FROM, TO, SCHOOL, QUALIFICATION) and the 4 rows of data exactly as shown.

**Answer: (i)** Click in the QUALIFICATION column, then Table Tools -> Layout -> Insert Column Right, and type EXPERIENCE as the new column's heading.

**Answer: (j)** Select the top (heading) row of the table and apply Bold formatting to its contents.

**Answer: (k)** With the first row still selected, use Table Tools -> Design -> Shading and choose a grey fill colour. Print the document as instructed.



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