

**451/2
COMPUTER STUDIES
PRACTICAL
JULY/AUGUST 2008**

**BOMET DISTRICT MOCK EXAMINATION 2008
Kenya Certificate of Secondary Education (KCSE)**

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MARKING SCHEME

QUESTION 1

- a)
- i. Type setting- 4mks
 - ii. Paragraph formatting -2mks
 - iii. Numbering -2mks
 - iv. Completion -2 mks
 - v. Saving as data security-2mks
- b) Formatting of heading and sub-heading
- i. Copying the maginal document of the next page 2mks
 - a) font size 1 ½ mks
 - b) font type 1 ½ mks
 - c) underline 1 ½ mks
 - d) bold 1 ½ mks
 - (ii) Bullets - External threats -1 mrk

Internal threats - 1mrk

- (ii) Strikethrough - 2mrk
- (C)
- (i) Clip art inserted - 3mrk
- (ii) Word art -3mrks
- (iii) Auto shape -3mrks
- (D) Saving as security -2mrks
- (E)
- (i) Copy and paste -2mrks
- (ii) Drop cap 1mrk
- (iii) Spellchecking
 - Earthquakes ½ mrk
 - Memory chips - ½ mrk
 - Information - ½ mrk
 - Machine - ½ mrk
- (iv) Double spacing - 2mrk
- Italic -1 mrk
- (v) Header - computer threats -2mrks
- (vi)
- Paging (Numbering pages -2mks)
- Saving as computer threats -2marks
- Printing - Data security -1 mrk
- Computer threats 1mk
- Security -1 mrk
- Computer threats -1 mrk

Question 2

- (a) Creating the worksheet-3
- headings-4
 - Names-2
 - Data Entry-4
 - Saving-2

- (b) i) Workbook Title-Join vendor-1 mk
 -Formatting-bold, font size and angles=3mks
 ii) Formatting to two decimal places = 2 mks
 (iii) Inserting rows = 1 mk
 - entering details (data in rows created) = 4 mks

(c) Sum function for Gross profit=3mks
 Sum (sales-cost).

- (d) Product function (GP*10%) =3mks.
 (e) If function and 2 marks for each remark.

(f)(i) line Graph -Title -1 mk
 X Axis=2 mks (Names),
 Y Axis=2mks (cost).
 Legant=1 Mk (Right side)

(ii) Saving = 2 mks

(g) Print the two document joint vendor and productivity analysis = 4 mks

Question 3

(a)(i) Creating publication -3mrk

(ii) Inserting graphics -4mrk

-Copying -2 mrk

-Rotating -2mrk ^

(b) i) School name -2mrk

ii) Rectangle 2mrk

iii) Color 2mrk

iv) Round corners -1 mrk

v) Triangle filled with paper – 2mks

(c) Farewell!!

-Typing ' 1 mk

-Copying -1mk

-Mirror- 2mks

(d) Polygon setting

-Star -2mk

-Insert text -2mk

-Twisted at an angle -2mrk

(e) Typing

-Time -1 mrk

-Date -1 mrk

-What to bring -1 mrk

(f) Rectangular frame -2mrk

- Dotted borders -1 mrk
Insertion of text -2mrk
Rectangular field with paper -3mrks
(g) "With God all things are possible" -1mrk
-Rotation at an angle of 90 -2mrk
(h) Horizontal lines at top and bottom of page -2mrk
(i) (i) saving the poster -2mrk
(ii) Printing the poster -2mrk