

451/2  
COMPUTER STUDIES  
PRACTICAL PAPER  
JULY/AUGUST 2008

**KERICHO/KIPKELION DISTRICTS MOCK EXAMINATION**  
**Kenya Certificate of Secondary Education 2008**

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**MARKING SCHEME**

**QUESTION ONE**

A

- 1 (A) Completely typed letter (7mks)  
 - Single error (- ½mk)  
 - More than 6 errors (5mk)
- i) Saving main document. (1mk)  
 - Using correct name (1mk)  
 - Using any other name (½ mk)
- ii) Saving Data source list (1 mk)  
 Using Correct name (1 mk)  
 Using any other name (½ mk)
- iii) Changing the font size of address and reference to 14 pts  
 - Changing each address (½ mk)x2  
 - Changing reference (½ mk)
- iv) Underlining reference (½ mk)
- v) Merging Data source to the main document.  
 - Each field at the right position  
 - Each field at any other position (½mk)
- vi) Print the letters (1mk) x3  
 - Each letter printed

B

- a) - Aligning title to the center (½mk)  
 Underlining title (½mks)
- b) - Adding border to the title (2mks)
- c) - Replacing all roman numbers with bullets (2mks)  
 - Not replacing one (- ½mk)  
 - Not replacing more than 3 (0 mks)
- d)  
 (i) Inserting the correct footer (2mks)  
 - Any other footer (1mk)  
 (ii) Inserting the correct header (2mks)  
 - Any other header (1mrk)
- e) – Line spacing of 1.5 (4mks)  
 - Line spacing other than single (½ mks)
- f) Inserting word Art “Computer” and **not** placing at the behind of text (2mks)
- g) - Replacing all “Computer” with “PC” (2mks)  
 - Replacing but not all words “Computer” (½ mks)
- h) Moving whole paragraph to end of document (2 mks)  
 - Moving part of the paragraph (½ mks)
- i) – Font style set to Arial Black (3 mks)
- j) - Saving with the correct name (1mk)  
 - Using any other name other than document N (½ mk)  
 - Using document N No mark
- k) Printing the document correctly (2 mks)  
 Printing off page (½ mk)

**QUESTION 2**

- a) Saving the work book with the correct name (1mk)  
 - Using a different name (½ mk)  
 - Using default name book n, no mark)
- b) All data entered correctly (20 mks)  
 - Every wrong entry (½ mk)  
 - More than 6 wrong entries (-8marks)
- c) – Renaming the sheet to “Term one result” (1mk)  
 - Default name sheet n, No mark
- d) (i) Correct totals and formula (2mks)  
 (ii) Correct Averages and formula (2mks)  
 - Manual calculations no mark.
- e) Correct use of IF function to attain 3 conditions (1x3 =3mks)
- f) i) Correct formula and ranking (3 mks)  
 ii) Correct use of the “count if” function 1x2 (2 mks)
- g) – Sorting list by class position in ascending order (2 mks)  
 - Sorting list by class position in Descending order (1mk)  
 - No sorting , no mark
- h)  
 (i) Copying to a new work sheet and renaming the new worksheet. (2 mks)  
 (ii) Filtering the “lower group” to:  
 - Display students from “E” class  
 - Student with average less than 50 (4mks)  
 - The filter shows all students from “E” class  
 - The filter shows all students with average less than 50. (2mks)
- i) (i) – the chart is:  
 - A bar graph  
 - Shows 3 cats  
 - Shows names of students  
 - Title is TERM ONE COMPUTER RESULTS (3mks)  
 - missing a point (- ½ mrk)  
 (ii) Legend placed at the bottom of chart. (1mk)  
 (iii) -Saving chart on a new sheet and renaming the sheet graphical analysis (½ x 2 =1mks)  
 - saving chart as an object on the worksheet (½ mk)
- j) Printing:  
 (i) The lower group from “E” class. (1mk)  
 (ii) The chart. (1mk)  
 (iii) Term one results sheet. (1mk)