

MANGA DISTRICT EVALUATION TEST
451/2
COMPUTER STUDIES
PAPER 2
MARKING SCHEME

1. a) Entering the data as it is and using it as a main document (15mks)

b) Data source

Field name	Marks
Firstname	2
Lastname	2
Address	2
Jobtitle	2
Amount	2
Saved data source	5
	15mks

c) Field insertion (2mks each, 14mks in total)

d) For correctly printed notes (1mk each, 6mks in total)

e) Data source for envelopes

Field name	Marks
Firstname	2
Lastname	2
Address	2
Saved data source	3
	9mks

f) Printed labels (1mk each, 6mks in total)

2. a) Correct entry for each field (3mks each, 12mks total)

b) Copying worksheet and pasting (2mks)

Renaming the worksheet (2mks)

c) Aligned headers (2mks)

Bolding headers (1mk)

Comma separators (1mk)

Figures in ksh (2mks)

Total (6mks)

d) Sorting the database alphabetically (4mks)

Using the subtotal function to get students total (10mks)

Total (14mks)

e) Filtering for names (2mks)

Copying and pasting (2mks)

Renaming the sheet (1mk)

Total (5mks)

f) Using the logical function (2mks)

g) Using a formula and not inserting the figures for fee balance manually (3mks)

h) Printing the workbook (4mks)