

# NANDI CENTRAL DISTRICT

451/2

COMPUTER STUDIES

PRACTICAL PAPER

MARKING SCHEME

1. a. **Completely typed document** (13mks)
    - **Single error** (- 1/2mk)
    - **More than 6 errors** (-5mks)
    - **Saving main document.**
    - **Using correct name** (2mks)
    - **Using any other name** (1/2mk)
    - **correct font size (12 or 14)** (2mks)
    - **Border after title**
    - **Correct border** (2mks)
    - **Any other border** (1/2mk)
    - **text box or table** (2mks)
    - **bullets** (2mks)
    - **two drop caps** (2mks)
    - **line spacing last paragraph** (2mks)
    - **Comic san ms font in paragraph** (2mks)
    - **any other font in the paragraph** (1mk)
    - **Wavy line underline** (2mks)
    - **dotted line underline** (1mk)
  - b. **- Spell checking** (2mks)
    - **Indenting** (2mks)
  - c. **page numbering**
  - d. **Copy to another document** (1mk)
    - **save in landscape** (2mks)
  - e. **- header** (1mk)
    - **footer** (1mk)
  - f. **moving paragraph** (2mks)
2. a) **Saving the work book with the correct name** (1mk)
    - **Using a different name** (-2mk)
    - **Using default name book n, no mark)**
    - **All data entered correctly** (6mks)
    - **Every wrong entry** (1/2mk)
    - **More than 6 wrong entries** (-4marks)
    - **Renaming the sheet to "Entries"** (2mks)
    - **Default name sheet n, No mark**
  - b) **- Copy to new worksheet** (1/2mk)
    - **Enter details of rua** (1/2mk)
  - c) **- any borders** (2mks)
  - d) **- Correct function** (3mks)
  - e) **- copying** (2mks)
  - f) **- correct if function** (5mks)
    - **Other functions** (2mks)
    - **No function with correct entries** (1mk)
  - g) **Using absolute cell referencing** (4mks)
    - **Without absolute cell references** (2mks)

- h) Correct net pay function (4mks)**
- i) - Currency values (1mk)**
- Rename worksheet (1mk)**
- Save as Mock2 (1mk)**
- j) Arranging in ascending order (2mks)**
- k) Using subtotals function (3mks)**
- 1) - Correct selected entries (3mks)**
- Legend (1mk)**
- Chart title (1mk)**
- Embedded (1mk)**
- m) Printing (6mks)**