

BURETI DISTRICT JOINT FORM FOUR EVALUATION TEST - 2010
COMPUTER STUDIES
PAPER 2
(PRACTICAL)
MARKING SCHEME

Question 1	
(a)	Ability to create /Title
	Bolding and centre of title
	Total marks
	Introduction: Bolding
	Paragraph body
	3 bullets @ 1mk each
	Total marks
	Ability to create table
	2 columns
	Column title @ ½ mk
	Correct typing text
	Into the 10 cells @ 1mk
	Total marks
	Proofreading:
	Using proofreading tool
	Saving changes
	Total marks
	Margins:
	Right and left margin to 1” @ 1mk
	Bottom and top margin to 0.5” @ 1mk
	Total marks
	Find and replace:
	Ability to use the find command
	Ability to use the replace command
	Total marks
	Page numbers:
	Ability to insert page numbers
	Inserting page number at bottom right
	Total marks
	Mail merging:
	Saving ICT1
	Mail merging to 5 documents
	@ 3mks
	Printing ICT, ICTI, ICTMERGED
	@ 1mk
	Total marks

Total marks for question 1 = 50 marks.

Question 2

Database creation:

Creating Employee Table structure	1mk
5 fields @ 1mk (for employee)	5mks
Creating Department Table structure	1mk
3 fields (Department)@ 1mk	3mks
Total marks	10mks

Relationship:

Identifying relationship key	1mk
Creating relationship	2mks
Enforcing referential integrity	1mk
Total marks	4mks

Validation:

Primary key entry to 4 characters	2mks
Department code (to 2 characters)	1mk
ID code (to 2 characters)	1mk
Total marks	4mks

New fields:

Insertion of a new field	1mk
Entering at least values @ 1mk	4mks
Total marks	5mks

Forms:

Employee form (creation)	2mks
Department form (creation)	2mks
8 fields (in the form) @ at 0.5 mks	4mks
Total marks	8mks

Query:

Query creation	1mk
Correct criteria	1mk
Ability of the query to list	2mks
Total marks	4mks

Sorting:

Identifying the sort field	1mk
Ability to sort in ascending order	2mks
Total marks	3mks

Report:

Correct order of each report field (6 fields @ 1mk)	6mks
Saving the report	2mks
Total marks	8mks

Printing:

Table, Form, Query and Report
@ 1mk

4mks

Total marks for question 2 = 50 marks