

451 / 2
MARKING SCHEME

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|---|-----------------|
| 1. a. Type exactly as it appears | 26 Marks |
| - Title bold and left aligned | |
| - 1 st paragraph left aligned | |
| - Numbering done properly | |
| - 2 nd paragraph well indented 1 st line indent | |
| - Subtitle hardware trends should be bold and underlined | |
| - Saving / A | |
| b. i. Searching and replacing word data with information | 2 Marks |
| ii. Capitalising | 2 Marks |
| iii. Saving | 2 Marks – DOC B |
| c. i. Reformatting | 6 Marks |
| DOC c | |
| d. Reordering | 6 Marks |
| e. Paper orientation to landscape | 2 Marks |
| f. Printing | 2 Marks |
| 2. a. i. Creating table and entering the data | 14 Marks |
| ii. Setting a primary Key | 2 Marks |
| iii. Setting index | 2 Marks |
| iv. Saving table | 2 Marks |
| b. i. Insert field for yes and No | 2 Marks |
| ii. Indication of those who have paid more than 4000 | 2 Marks |
| iii. Saving table with A | 2 Marks |
| c. i. Creating a query | 8 Marks |
| ii. Writing the query expression | 2 Marks |
| iii. Saving query | 2 Marks |
| e. i. report | 10 Marks |
| ii. Saving report | 2 Marks |