

MUTITO FORM FOUR JOINT EVALUATION TEST

Kenya Certificate of Secondary Education

451/2

COMPUTER STUDIES

PAPER 2

(THEORY)

MARKING SCHEME

QUESTION 1

- | | |
|---|----------------|
| A. Completely typed letter | (7mks) |
| - Single error | (-1/2mk) |
| - More than 6 error | (5mks) |
| i) Saving main document. | |
| - using correct name | (1mk) |
| - using any other name | (1/2mk) |
| ii) Saving Data source list | |
| mll | |
| - using correct name | (1/2mk) |
| iii) Changing the font size of address and reference to 14pts | |
| - Changing each address | (1/2 mks) x 2 |
| - Changing reference | (1/2mk) |
| iv) Underlining reverence | (1/2mk) |
| v) Merging Data source to the main document | |
| - each field at the right position | |
| - each field at any other position | (1/2mk) |
| vi) Print the letters | |
| - each letter printed | (1mk) x 3 |
| B. | |
| a) Aligning title to the center | (1/2mk) |
| Underlining title | (1/2mk) |
| b) Adding border to the title | (2mks) |
| c) Replacing all roman number with bullets | (2mks) |
| - Not replacing one | (-1/2mk) |
| - Not replacing more than 3 | (0mk) |
| d) (i) Inserting the correct footer | (2mks) |
| - any other footer | (1mk) |
| (ii) Inserting the correct header | (2mks) |
| - any other header | (1mk) |
| e) Line spacing of 1.5 | (4mks) |
| - Line spacing other than single | (1/2 mk) |
| 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 word “Computer” | (1/2 mks) |
| h) Moving whole paragraph to end of document | (2mks) |
| - Moving part of the paragraph | (1/2mk) |

- i) Font style set to Arial Black (3mks)
- j) Saving with correct name (1mk)
- Using any other name other than document N. (½mk)
 - Using document N No mark
- k) Printing the document correctly (2mks)
- Printing off page (½mk)

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 (20mks)
- Every wrong entry (½mk)
 - More than 6 wrong entries (-8mks)
- 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 (3mks)
- ii) Correct use of the “count if” function (1x2=2mks)
- g) Sorting list by the class position in ascending order (2mks)
- 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 (2mks)
- (ii) Filtering the “lower group” to:
- Display students form “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 mk)
- (ii) Legend placed at the bottom of chart (1mk)
- (iii) Saving chart on a new sheet and renaming the sheet graphical analysis (½mk)
- Saving chart as an object on the worksheet
- j) Printing:
- i) The lower group from “E” class (1mk)
- ii) The chart (1mk)
- iii) Term one result sheet (1mk)