**FORM 4**

**COMPUTER STUDIES PAPER 2**

**MARKING SCHEME**

**QUESTION ONE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **WORD PROCESSORS** | **MAXIMUM**  | **STUDENT**  |
|  | 1. Creating a Folder and naming(index number)
2. Typing and saving the passage as CENSUS(*Existence in folder*)
* Two paragraphs
* Graphics(cylinders and a circle)
* Patterns on cylinder shapes
* Bullets
* Labels(text in object)
* Double strikethrough
* WordArt
* Vertical text rotation
* Columns with lines between
* Multi-level listing
* Double underline
 | 1mark1 marks@1mk (2mks)@1mk (3mks)1 mark1 mark1 mark1 mark1 mark1 mark1 mark1 mark1 mark |  |
|  | **Creating a copy new document**Saving the document as **Census2***(Existence in folder)* | 1mark1 mark |  |
|  | Setting: i) margin 1 inch all round ii) paper size A4 | 1mark1mark |  |
|  | Spell check the document(*no errors*)  | 2 marks  |  |
|  | 1. **Format title “Population Census” as:**

-Font size 36 pts-Font Style: Algerian -italicize and bold 1. Applying(*to bulleted list*)

-line spacing 1.5-Justified alignment | 1 mark1 mark1 mark1 mark1 mark |  |
|  | **Formatting text in the document**1. Drop cap the word “First” and spacing of 0.75 mm
2. Distance from text 0.5 mm
3. Lines to drop 2
 | 1mark½ mark ½ mark |  |
|  | i) Hanging indentationii)n By 3.05 cm | 1mark1mark  |  |
|  | **Inserting footers**i) Index number left alignedii) page number at the top right corner | 1mark1mark |  |
|  | **Insert**Break at the end of new document | 1mark |  |
|  | Water mark created: **Cencus 2019 Report**Watermark color red | 1mark1mark |  |
|  | 1. Creating a table
2. Calculating otal population/Bar chart created
3. Grey background created to the chart
4. Caption “**CENSUS 2019 REPORT (MILLIONS)**” inserted
5. Page Orientation on chart page to landscape
 | 4 marks3 marks1 mark1 mark1 mark |  |
|  | Applied line page border on page with the chart Border Line thickness 6pt  | 1 mark1 mark |  |
|  | **Printing:**-Document both sides/ Chart printed | 1 Mark @ |  |
|  | **TOTAL** | **50** |  |

**QUESTION 2**

1. Saving the work book with the correct name (1 mark)
	* Using a different name ( ½ mark)
	* Using default name book n, no mark)
2. All data entered correctly (20 marks)
	* Every wrong entry ( -½ mark)
	* More than 6 wrong entries (-8 marks)
3. – Renaming the sheet to “Term one result” (1 mark)

- Default name sheet n, No mark

1. (i) Correct totals and formula (2 marks)

(ii) Correct Averages and formula (2 marks)

- Manual calculations no mark.

1. Correct use of IF function to attain 3 conditions (1x3 =3 marks)
2. i) Correct formula and ranking (3 marks)

ii) Correct use of the “count if” function 1x2 (2 marks)

1. – Sorting list by class position in ascending order (2 marks)
	* Sorting list by class position in Descending order (1 mark)
	* No sorting , no mark
2.

(i) Copying to a new work sheet and renaming the new worksheet. (2 marks)

(ii) Filtering the “lower group” to:

* + Display students from “E” class
	+ Student with average less than 50 (4 marks)
	+ The filter shows all students from “E” class
	+ The filter shows all students with average less than 50. (2 marks)
1. (i) – the chart is:
	* A bar graph
	* Shows 3 cats
	* Shows names of students
	* Title is TERM ONE COMPUTER RESULTS (3 marks)
	* missing a point (- ½ mrk)

(ii) Legend placed at the bottom of chart. (1 mark)

(iii) -Saving chart on a new sheet and renaming the sheet graphical analysis

 (½ x 2 =1 marks)

 - saving chart as an object on the worksheet (½ mark)

1. Printing:

(i) The lower group from “E” class. (1 mark)

(ii) The chart. (1 mark)

(iii) Term one results sheet. (1 mark)