**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 | 1mark  1 marks  @1mk (2mks)  @1mk (3mks)  1 mark  1 mark  1 mark  1 mark  1 mark  1 mark  1 mark  1 mark  1 mark |  |
|  | **Creating a copy new document**  Saving the document as **Census2***(Existence in folder)* | 1mark  1 mark |  |
|  | Setting: i) margin 1 inch all round  ii) paper size A4 | 1mark  1mark |  |
|  | 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 mark  1 mark  1 mark  1 mark  1 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 | 1mark  ½ mark  ½ mark |  |
|  | i) Hanging indentation  ii)n By 3.05 cm | 1mark  1mark |  |
|  | **Inserting footers**  i) Index number left aligned  ii) page number at the top right corner | 1mark  1mark |  |
|  | **Insert**  Break at the end of new document | 1mark |  |
|  | Water mark created: **Cencus 2019 Report**  Watermark color red | 1mark  1mark |  |
|  | 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 marks  3 marks  1 mark  1 mark  1 mark |  |
|  | Applied line page border on page with the chart  Border Line thickness 6pt | 1 mark  1 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

(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)