**Name: Adm.No. Class:**

**END OF TERM II 2022 FORM 4 EXAMINATION**

Kenya Certificate of Secondary Education

**COMPUTER STUDIES**

451/2 (Practical – Marking Guide Sheet)

**August/September 2022 - 2½ HOURS**

**Question One**

| **Part** | **Activity** | **Max** | **Score** |
| --- | --- | --- | --- |
| (a) | Create a workbook and enter the details as above. Rename the worksheet as **Partner’s Vendor** hence save your file as **Youth Group**. | | 18mks | |
| * Entering all data into a worksheet * Correctness/accuracy in entry of data * Application of borders to the table * Bolding the header row and title * Typing title in two lines/rows (i.e. not as one continuous line) * Renaming the worksheet as **Partner’s Vendor** * Correctly saved file as **Youth Group** | 6mks  4mks  2mks  2mks  2mks  2mks  2mks |  |
| (b) | Keep the title of the centered across the table and format it to be bold, font size 16 and *Rockwell* font. | | 2mks | |
| * Merging and cantering the title across the table * Bolding, Font size and Font | 1mk  1mk |  |
| (c) | Apply a text direction of **45°** to all column labels in the table above. | | 2mks | |
| * At least 4 Correctly rotated labels @ ½ | 2mks |  |
| (d) | Format the figures in sale column to **2** *decimal places*. | | 1mk | |
| * Correct format of decimals in sales values to 2 d.p. | 1mk |  |
| (e) | Using Data Validation tool apply a rule to the cells under **Vendor names** label as follows: | | 3mks | |
|  |  |  |
| Settings: Allow text whose length is larger than five. | 1mk |  |
| Input Message: With a title, *“Vendor Name”* and a message *“Kindly enter a vendor name in this cell”.* | 1mk |  |
| Error Alert: Title, *“Invalid Input”* and a message *“The name you entered is too short for this cell. Please try again”.* With a style **Stop**. | 1mk |  |
| (f) | Use appropriate formulae/function to calculate: | | 6mks |
| (i) Gross profit for each member. | 2mks |  |
| (ii) Reserves for each member | 2mks |  |
| (iii) Net profit for each member. | 2mks |  |
| (g) | Use “IF function” and net profit to analyse the vendors, taking the following remarks: | | 6mks |
| * Attempt to use IF function * Use of IF Function correctly as follows =IF(G4>=5000,"V.Good vendor",IF(G4>=2500,"Good vendor","Dormant vendor")) * Copying the formula to all cells | 2mks  3mks  1mk |  |
| (h) | Type the labels *Sales Above 5000* and *Total Expenditure above 500* in cells **A21** and **A22** respectively. (1 mark) | 1mk |  |
| (i) | Using appropriate functions work out the *Number of Sales exceeding 5000* and then *Total Expenditure exceeding 500* into cells **C21** and **C22** respectively. | | 2mks |
| * =COUNTIF(C4:C18, “>5000”) * =SUMIF(E4:E18, “>500”) | 1mk  1mk |  |
| (j) | Insert a new column between Expenditure and reserves and label it as Expenditure Rank. Use the new column to find the expenditure position using an appropriate function. The vendor with the least expenditure should be given Position 1 while the one with highest should be given the last position. | | 4mks |
| * Inserting Column * Attempt to insert RANK function * Using RANK function correctly i.e. =RANK(E4,$E$4:$E$18,1) * Copying the formula | 1mk  1mk  1mk  1mk |  |
| (k) | Use names of the vendor and cost to insert line graph, the title of the graph to be **Productive Analysis**, format it and place it in a separate sheet. | | 5mks |
| Line Chart  Correct Series  X-Axis Labels  Title  Y-Values | 1mk  1mk  1mk  1mk  1mk |  |
| (l) | Print the **Partner’s Vendor** and **Productive Analysis** chart. | 2mks |  |

**QUESTION TWO**

| **Part** | **Activity** | **Max** | **Score** |
| --- | --- | --- | --- |
| (a) | Use a DTP software to design the following publication as it is with the following settings: | | 5mks |
| * paper size = **A4** * orientation = **Landscape** * page margins = **0.5** inches all around * Guides = **3** equal column guides * File name = **DotNetGen** | 1mk  1mk  1mk  1mk  1mk |  |
| (b) | Create the three textboxes containing the story. Link the textboxes so as to have the text Autoflowing to the next textbox once the previous one gets filled up. | | 5mks |
| * Drawing/inserting three textboxes into respective columns @ 1mk * Creating Links between the boxes @ 1mk | 3mks  2mks |  |
| (c) | Design the publication as it appears on the following page on the page you have created and fit all the items within the page. | | 31mks |
| Attempt to use correct fonts  Heading in the shape:   * Enlarged font size * White Font colour * Correct shape * Shape fill colour   Text Below heading: *By Timothy Williamson…*   * Italics * Right aligned   Text In Columns   * Completeness * Alignment (Justify) * Bolding (any four @ ½) * Italicizing (any four @ ½) * Paragraph spacing * Drop cap * Vertical text (19th Century computers) * White font colour * Large font * Vertical direction   Circular Logo   * Word art * Drawing * Arrangement   Box at Bottom right Corner   * Compound border * Inserting Symbol 🕊 * Facebook logo * Text alignment (center) | 2  1  1  1  1  1  1  3  1  2  2  1  2  1  1  1  1  1  1  1  1  1  1 |  |
| (d) | Disable automatic hyphenation from the story in the textboxes. | | 3mks |
| * Removal of hyphens in each text box @ 1mk | 3mks |  |
| (e) | Insert your name and admission number as header, then your class and page number as footer. | | 4mks |
| * Attempt to insert header * Correct Header * Attempt to insert footer * Correct Footer | 1mk  1mk  1mk  1mk |  |
| (f) | Print the publication. | 2mks |  |

