**Term 1 – 2023 OPENER EXAM**

**COMPUTER STUDIES (451/2)**

**PAPER 2**

**FORM FOUR (4)**

**Time: 2 ½ Hours**

**MARKING SCHEME**

***This paper consists of 5 printed pages.***

***Check the marking scheme to ascertain that all pages are printed as indicated and that no questions are missing.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QN** | **SECTION** | **ACTIVITY** | **MAX MARK** | **MARKS AWARDED** |
|  | **a** | -Creating File Name 1mk  -Correct Case 1mk  -Heading 1mk  -Upper Case 1mk  -Underline each text 1mk  -Italic /Bold @ 1mk  -Text Underline 1mk  -Indentation 1mk  -Dash Bullets 1mk  -Italic Underline 1mk  -Roman Bullets 1mk  -Justification 2mk  -Fully typed 5mks | 20mks |  |
|  |
| **b** | **-File methodology** 1mk  -Underline removed 2mks  -Bold italics 1mk  -Hanging indent 2mks  -In Margin drop cap 1mk  -Covering 2lines 1mk  -Correct place 1mk  -Character spacing 1mk  -At. 10 points 1mk  -Correct place 1mk  -Correct Text selection 1mks  -Move (cut) 2mks  -2 columns 1mk  -Line 1mk  -Whole text 1mk  -Double space 1mk  -Name inserted 1mk  -@footer 1mk  -@symbol 1mk  -Page number 1mk  -XyT format 1mk  -Center Alignment 1mk  -At top 1mk  -Prints 2mks | 30mks |  |
|  |  | Total | 50 |  |
| **2** |  | -Workbook 1mk  -Column heading 1mk  -Case 1mk  -Boarders 2mks  -Entry 5mk  -Row inserted 0.5mk  -Title 1mk  -Case 1mk  -Each format fonts @1/2 x3 1 ½  -Count west 1mk  -Count east 1mk  -Cell B/5 1mk  -Absolute 2mk  -If function 2mks  -Argument 1 mk  -Condition 1mk  -Range 1mk  -Gross salary calculated 2mks  -Column header 1mk  -Tax calculator 2mks  -Column header 1mk  -Net salary calculated 2mks  -Column header 1mk  -Average 2mks  -No > 30 2mks  -Chart title 1mk  -Axis labels 2mks  -Ownsheet 1mk  -Correct data 2mk  -Sorting 1mk  -Subtotal 2mks  -Grand total 1mk  Prints (3) 3mks |  |  |
|  |  | total 50mks |  |  |