**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 1mkPrints (3) 3mks |  |  |
|  |  | total 50mks |  |  |