Term 2 - 2022

COMPUTER STUDIES

 (MARKING SCHEME PAPER II)

PRACTICAL

FORM FOUR

|  |  |
| --- | --- |
| **QUESTION 1** | **QUESTION 2** |
| Item | Description | Max Score | Score | Item | Description | Max Score | Score |
| a | File Name | 0.5 |   | a | Workbook file | 0.5 |   |
|   | Correct Case | 0.5 |   |   | File case | 0.5 |   |
| b | 3 tables correct name case | 1.5 |   |   | Colum titles | 2 |   |
|   | Name case | 1.5 |   |   | Name case | 1 |   |
| c | Field properties @1/2 | 6 |   |   | Town Case | 1 |   |
| i | 2links | 2 |   |   | Borders | 2 |   |
| ii | ERI @1/2 | 1 |   |   | Entries | 6 |   |
| iii | 3 Forms  | 1.5 |   | ii | 2blank rows | 1 |   |
|   | Correct Case | 1.5 |   | iii | Titles | 2 |   |
| iv | Each record @1/2 | 8 |   |   | Correct Case | 1 |   |
| d i | B Query | 1 |   | iv | Center Each | 2 |   |
|   | age | 1 |   | b i | Mean | 2 |   |
|   | Criteria B | 1 |   |   | 2decimal plcs | 1 |   |
|   | COOP | 1 |   | ii | Rank | 3 |   |
|   | Fields @ 1/2 | 1 |   |   | Max score Benjamin | 1 |   |
| ii | Amount Query | 1 |   |   | Min score Benjamin | 1 |   |
|   | Total | 1 |   |   | Correct Cells | 1 |   |
|   | 4 fields @1/2 | 2 |   | c | If function | 5 |   |
| iii | Amount Report | 1 |   | d | Count if function | 2 |   |
|   | Grouping | 1 |   | e | Copy | 1 |   |
|   | Average | 1 |   |   | Rename | 1 |   |
|   | Fields  | 1 |   | f | Filter | 1 |   |
| e | s chart | 1 |   |   | Correct | 1 |   |
|   | correct | 1 |   | g | Bar chart | 1 |   |
| f | s Report | 1 |   |   | correct data | 2 |   |
|   | Title | 0.5 |   |   | own sheet | 1 |   |
|   | Bold | 0.5 |   | i | chart title | 1 |   |
|   | Underline | 0.5 |   |   | Uppercase | 0.5 |   |
|   | Case | 0.5 |   |   | Bold | 0.5 |   |
|   | Fields | 3 |   | ii | Legend | 1 |   |
|   | Frame | 1 |   | iii | Axis label | 2 |   |
| g | Printing | 4 |   | h | print | 2 |   |
|   |   |   |   |   |   |   |   |
|   |   | 50 |   |   |   | 50 |   |