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 |  |