**MINCKS GROUP OF SCHOOLS**

**COMPUTER STUDIES**

**FORM 4**

**PAPER 2**

**MARKING SCHEME**

|  |  |  |
| --- | --- | --- |
| **Question 2**  **Item** | **MAX Score** |  |
| 1. a) Saving with correct name   **Paragraph formatting**  Superscript  Bullets  Underlining titles  Correct alignment  Map  Title  Border  Labels  Directional arrows  Drawings  Banner with entrance fee  Inserting two stars  Insert label  Inserting word art  (Kenya Youth Annual Seminar)  Rotating text in page 1 & 4  Inserting smiley shape  Inserting borders in the master page  General outlook | 2  2  1  1  1  1  1  2  2  2  4  1  4  4  2  4  2 | Award 1 mark any other saving  36 |
| Page setup  b) page size 1/2 A4 side fold  Four pages available  Margins 1 inch all round | **1**  **2**  **2** | **5** |
| c) header  Correct font  Font size | **1**  **1** | **2** |
| d) paragraph font book antique  Font size  Double spacing  Page numbering  Printing two sides | **1**  **1**  **1**  **2**  **2** | **3**  **2**  **2** |
| **TOTAL** |  | **50 MARKS** |