**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**SuperscriptBulletsUnderlining titlesCorrect alignmentMapTitleBorderLabelsDirectional arrowsDrawingsBanner with entrance feeInserting two starsInsert labelInserting word art(Kenya Youth Annual Seminar)Rotating text in page 1 & 4Inserting smiley shapeInserting borders in the master pageGeneral outlook | 22111112224144242  | Award 1 mark any other saving36 |
| Page setup b) page size 1/2 A4 side foldFour pages availableMargins 1 inch all round | **1****2****2** | **5** |
| c) headerCorrect fontFont size | **1****1** | **2** |
| d) paragraph font book antiqueFont sizeDouble spacingPage numberingPrinting two sides | **1****1****1****2****2** | **3****2****2** |
| **TOTAL** |  | **50 MARKS** |