**451/2 COMPUTER STUDIES PRACTICAL FORM -4- MARKING SCHEME**

**Name……………………………………………………admno……………cls……………**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **AREA**  | **MAX** **MARKS** | **MARKS AWARDED**  |
|  | **QUESTION ONE DTP.** |  |  |
| **1i)** | **Save publication as MCHANGO\_1** | **2** |  |
|  | **Set size A4 portrait and 2cms all round**  | **5**  |  |
|  | **Creating front page**  | **13** |  |
|  | **Creating back page** | **10** |  |
| **ii)** | **Inserting master page**  | **5** |  |
| **iii)** | **Insert footer of your name and index no** | **2** |  |
| **iv)** | **Insert 4 pieces of front and back page into one page**  | **10 -5,5** |  |
| **v)** | **Printing of entire publication**  | **3**  |  |
|  | **TOTAL MARKS**  | **50** |  |
|  | **QUESTION TWO DATABASE**  |  |  |
| **2a)**  | **Database name *TeamEretria\_dbms*** | **2** |  |
| **bi)** | **Creating correct data types in table *MafisiT*** | **4** |  |
| **ii)** | **Setting *Warehouse\_No* the primary key**  | **2** |  |
| **ci)** | **Create a form *Jazia\_1*** | **5**  |  |
| **ii)** | **Well entered records appearing in the form**  | **5** |  |
| **di)** | **Modified table with *SALES (ushs)*** | **3** |  |
| **ii)** | **Enter SALES data**  | **2** |  |
| **iii)** | **Applying USHS.** | **2** |  |
| **ei)** | **Creating Start\_K query**  | **3** |  |
| **ii)** | **Creating marudio query**  | **2** |  |
| **Fi)** | **Create MYDETAILS REPORT**  | **4** |  |
| **ii)** | **Sorted LOCATION field in the report above**  | **1** |  |
| **iii)** | **Inserting RANKS**  | **4** |  |
| **iv)** | **Two straight lines on the report sales total** | **2** |  |
| **Gi)** | **Inserting header 2q=QUEENS…** | **3** |  |
| **II)** | **Removing report pagination and replacing it with…** | **3** |  |
| **h** | **Printing table, query and report stated**  | **3** |  |
|  | **TOTAL MARKS FOR QUESTION TWO**  | **50** |  |