**MUMIAS WEST JOINT EXAMINATION**

**COMPUTER MARKING SCHEME**

**451/PP2 2022**

QUESTION ONE

* + 1. Typing 12 mks
		2. Underlining headings 2mks
		3. Drop cap 2 mks
		4. Column 2 mks

line 1 mk

* + 1. Diagram 2 mks
		2. Square wrapping 2 mks
		3. Table
* Text direction 1 mk
* Correct shading 2 mks
* All text at the right position 3 mks
	+ 1. Correct saving 1 mk
1. Format the headings, bold, font type Times New Roman, size 14, double underline and Centre alignment (4mks)
2. The footer “News letter you can rely on” header “:Vision update” (2mks)
3. Insert page numbers N of M on the footer at the right bottom of the document. (2mks)
4. Search Article and replace with “PC” (2mks)
5. Spell check the document (1 mk)
6. Change the first paragraph to double line spacing (2mks)
7. Apply a character space expanded, 30 points to the headline computer. (2mks)
8. Insert a caption for the graphic in the article and name it computer. Place the caption below the graphic (2mks)
9. Save the entire document as Article 1 (1 mk)
10. Print the document Article 1 and Article (2mks)

**Question two**

The following data was extracted from the IEBC registration book. Use it to answer the questions given.

1. Enter the data shown below in a spreadsheet and save it as Election 2022 (10 mks)



1. Rename Registration (1 mk)
2. Copy and rename it as Registration1 (1 mk)
3. Sort in ascending order of their county (1 mk)
4. total number of voters for each county (3 mks)



1. Copy &Renaming registration2 (1 mk)
2. Given that the 1ST Registration was above the 2nd Registration in all constituency:
	* 1. Enter the label % increment in cell A20 and the value 12 in B20. (1 mk)
		2. Insert a column
		3. absolute cell =(E4-($B$20\*E4/100)) (4 mks)
		4. =SUM(D4:E4) (2 mks)
		5. =G4-F4 (3 mks)
3. Using the total registered column, determine
	* 1. =MIN(G4:G18) (2 mks)
		2. The average =AVERAGE(H4:H18) (2 mks)



1. Create a column graph on a new sheet. Name it votes. That compares the constituency name against 1st Registration and 2Nd Registration. Label the following (7 mks)
* Chart title VOTER REGISTRATION 2022
* Y – Axis constituency name
* X – Axis Registered voters
* Legend Right



1. Print registration and votes (graphs) sheets (2 mks)