MARKING SCHEME

ARISE AND SHINE - COMPUTER STUDIES PRACTICAL (451/2)

TRIAL 1 EXAMS – AUGUST /SEPTEMBER 2022

|  |  |  |
| --- | --- | --- |
| 1. (a) | (i) Setting the paper size to A4. | 1 mark |
|  | (ii) Setting the orientation to Landscape. | 1 mark |
|  | (iii) -Setting the top and bottom margin guides to 0.5 inches. | 1 mark |
|  | - Setting the inside and outside margin guides to 0.5 inches. | 1 mark |
|  | (iv)Putting the background to 30% tint accent 30 or equivalent colour. | 3 marks |
|  |  | 7 marks |
| (b) | * Setting the main content text to font size 12. | 2 marks |
|  | * Setting each of the heading text to Uppercase  1. x 4 | 8 marks |
|  | * Setting each of the heading text to font size 14. | 2 marks |
|  | * Formatting each of the heading to bold. 1 x 4 | 4 marks |
|  | * Using Algerian font. * 1mk for any other font. | 1. marks |
|  | * Inserting the wave banner for the main title. | 3 marks |
|  | * The title banner red background. * Award full marks for the colour depicted in the question paper. | 1 mark |
|  | * Setting each heading to orange accent 6 background.   1 x 4   * Award full marks for the colour depicted in the question paper. | 4 marks |
|  | * Correct bullet   1 x 3.   * The teacher to allow any equivalent bullet incase the one indicated is not possible in the application available. | 1. marks |
|  | * Accurately typed text. * Penalise ½ marks for any misspelt or missing word. | 7 marks |
|  | * Accurately drawn graduate hood   2 x2 | 4 marks |
| (c) | * Saving the publication with the correct file name “KUCCPS”. * - No mark for any different or misspelt file name. | 1 mark |
| (d) | Print out. | 2 marks |

**QUESTION TWO**

|  |  |  |
| --- | --- | --- |
| 1. (a) | 1. Each row × 1 mark | 7 marks |
| All labels | 1 mark |
| Saving | 1 mark |
|  |  | **9 marks** |
|  | 1. Format currency   Bolding of labels- header row and total  Double border/text wrap  All other borders | 1 mark  1 mark  1 mark  1 mark |
|  |  | **4 marks** |
| (b) | (i) I. Formula at B9 |  |
| = sum (B2:B8) OR | 1 mark |
| = B2 + B3 + B4 +B5 + B6 + B7 + B8 |  |
| NB. Accept any other correct formulae from other spreadsheet packages |  |
| II. Formula at E2 |  |
| = sum(B2:D2) OR | 1 mark |
| = B2 + C2 + D2 |  |
| (ii) application of formulae on **row** and **column** | 2 marks |
|  |  | **4 marks** |
| (c) | (i) Formula in cell F2 |  |
| = B2/50 +C2/65 \* 2 + D2/40 \* 3 OR | 3 marks |
| int (B2/50) + int(C2/65)\*2 + int(D2/40)\*3 or |  |
| int (B2/50+C2/65\*2 + D2/40\*3) |  |
| (ii) Formula application/copying | 1 mark |
|  |  | **4 marks** |
| (d) | (i) Formula in G4 |  |
| IF(F4>=1300,”Gold”,IF(F4>=1100,”Silver”,”Bronze”)) | 5 marks |
| (ii) Formula application | 1 mark |
| (iii) Formula at G9 |  |
| =COUNTIF(G2:G8,”Gold”) | 3 marks |
| Label (those to be promoted) | 1 mark |
|  |  | **10 marks** |
| (e) | Formula at H2 |  |
| = 20,000 + $B$12/100 \* E2 | 4 marks |
| Entering 2 and label (commission) | 1 mark |
|  |  | **5 marks** |
| (f) | Chart (Bar) |  |
| Select the ranges × 1 mark per column 2 marks for product R | 4 marks |
| Invoke correct chart | 1 mark |
| Label x- axis and y-axis | 2 marks |
| Legend | 1 mark |
| Title (chart) | 1 mark |
|  |  | **9 marks** |
| (g) | Renaming sheets- Data sheet  -Chart sheet | 1 mark  1 mark |
|  |  | **2 marks** |
| (h) | Printing |  |
|  | 1. Sales data 2. Sales data showing formulae 3. Sales chart | 1 mark  1 mark  1 mark |
|  |  | **3 marks** |