**MARKING SCHEME**

**COMPUTER STUDIES PAPER 452/2**

**QUESTION ONE**

1(A).completely typed letter (12 marks)

Single error (-1/2 mark)

More than 6 errors (5 marks)

(i). Saving main document

- Using correct name (1mark)

- Using any other name (1/2 mark)

(ii). Saving Data source list

Using correct name (1 mark

Using any other name (1/2 mark)

(iii). Changing the font size of address and reference to 14 pts

Changing each address (1 mark)

Changing reference (1/2 marks)

(iv). Underlining reference (1/2 mark)

(v). Merging Data source to the main document

- Each field at the right position (6 marks)

Each field at any other position (3 narks)

(vi). Printing the letters

each letter printed (1 mark) x3

(B).

(a). – Aligning title to the center (1/2 mark)

 Underlining title (1/2 mark)

(b). – Adding boarder to the title (2 marks)

c). – Replacing all roman numbers with bullets (2 marks)

Not replacing more than 3 (0 mark)

(d).

(i). Inserting the correct footer (2 marks)

- Any other footer (1 mark)

(ii). Inserting the correct header (2 marks)

Any other header (1mark)

e). - Line spacing of 1.5 (4 marks)

- Line spacing other than single (1/2 mark)

Inserting word art and placing behind the text (5 marks)

(f). Inserting word Art “Computer” and not placing behind of text (2 marks)

(g). - Replacing all “Computer” with “PC” (2 marks)

- Replacing but not all words “Computer” (1/2 mark)

h). Moving whole paragraph to end of document (2 marks)

- Moving part of the paragraph (1/2 mark)

i). - Font style set to Arial Black (2 marks)

j). - Saving with the correct name (1 mark)

 (k). Printing the document correctly (2 marks)

 Printing off page (1/2 mark)

**QUESTION 2**

|  |  |  |
| --- | --- | --- |
| (a) | Award 1 mark for each of the 10 rows (for correct entries only) | 10 marks |
| (b) | Correctly replacing 105669 with 115699 | 3marks |
| (c) | Moving Row 7 to Row 2 | 1mark |
| (d) | Deleting of R12 | 1mark |
| (e) | Formatting to 2 decimal place (1mark),coma separator (1mark) | 2 marks |
| (f) | Using the formula =B2+C2+D2+E2+F2+G2 in H2 to calculate the total sales for the firs restaurant | 1 mark |
| (g) | Copying the formula in (f) | 1 mark |
| (h) | Use of a formula to calculate Total Sales for the month of July (=Sum (B2:B10)) | 2 marks |
| (i) | Copy of the formula in (h) | 1 marks |
| (j) | Using an appropriate function to calculate the Average Sales for each restaurant in Column 1 = Average (B2:G2) | 3 marks |
| (k) | Formatting ‘Total products Sales’ and ‘average’ to currency with 2 dp | 1 mark |
| (l) | i)Value 10 in cell B16 | 1 mark |
|  | ii)Insertion of a column  Formula C2\*$C$16 Copy of the formula | 5 marks |
|  | iii) Saving as EXAMs | 2 marks |
| (m) | i) = CounIF(G2:G10,”>60000”) | 2 marks |
|  | ii)= Max (H2:H10) | 2 marks |
| (n) | Chart sheet (1 mark)Data selection (2 mark)Correct chart type (1 mark)Correct chart title (1 mark)Axes title (2 marks)Legend placement (1 mark) | 8 marks |
| (o) | Landscapehardcopies | 6 marks |