**LONDIANI SUB COUNTY JOINT EXAMINATION 2022**

**COMPUTER STUDIES**

**451/2**

**PRACTICALS**

**MARKING SCHEME**

**QUESTION 1**

1. Creating a workbook and correctly labeling and saving as it appears. (**award 10 mks** )
2. (i) Inserting a blank row at the top **(1 mk)** ,correct heading “EAGLE SUPPLIERS 2021”, **(1 mk)** merge and center **(1 mk)**
3. Renaming the worksheet as SUPPLIES **(1 mk)**
4. (i) Copying supplies sheet into sheet 2 and saving it as SUPPLIES TWO **(2 mks)**

(ii) Adding a column **(1 mk)** and giving a heading: SEP**(1 mk)**

(iii) Using absolute cell referencing, and calculating the monthly sales of SEP in all the centers. (**8mks**)

(iv) Computing the average supplies for each center. **(@0.5\*6=3 mks)**

(v) Formatting average sales to two decimal places. **(2 mks)**

1. Inserting a heading Performance after average **(1 mk)** ranking the averages in descending order **(2 mks)**
2. Correctly using the function IF to assign remarks **(4 mks)**
3. Formatting all numeric values to 2 decimals places**(2 mks)**
4. Formatting the data headings as follows:

(i) Bold and align to center (**2mks**)

(ii) Data headings orientation of 36˚ (**1mk**)

1. Creating a pie chart showing centers and average sales correctly label (**4** **mks**)
2. Print SUPPLIES, SUPPLIES TWO, and PIECHART (**@1\*3=3** **mks**)

**QUESTION 2**

(a) Using the correct DTP program, designing the publication using the sample given and correctly saving. (**2mks**)

* + Correct title, bold and underline (**2mks)**
  + Correctly inserting star object with texts inside and shading **(5mks)**
* Correct numbering , bulleting and bolding . **(4mks)**
* Correctly inserting dotted circle with text inside and gray background (**6** **mks**)
* Inserting emoji (**2mks**)
* Vertical text underline with dotted line (**2mks**)
* Formatting correctly the last sentence, i.e: italizing, applying case, bolding.(**3mks**)
* Formatting the page border correctly.(**2mks**)
* (29mks)

*In your design take into account the following*

Correct size A4, and portrait orientation. (**0.5\*2=1 mk**)

(b) correct page margin at 0.6” (inches) or 15.24mm – (Left, Right, Top and Bottom) (**0.5\*4=2 mks**)

(c) Formatting the header to 45pts font size; adding a double outline border of 3pts In weight (**1\*2=2 mks**)

(d) The text inside the star object should be reverse text inside the star **1mk** , Bold **1mk** and 20pts. **1mk**

(e) The numbered and bulleted lists should be formatted to 18pts with paragraph spacing of 1.5 pts. (**2mk**)

(f) Format the arrow lines pointing to the circle outlining the numbered and bulleted lists, and the circle to 2pts in weight with the text inside the circle formatted to 18pts. (**2mks**)

(g) Formatting vertical text “Remember to abide ……”to font size 20pts and underlining with thick dots. (**1mk**)

(h) (i) Formatting the line above the “All the Best …. “ text to 4.5pts in weight**.(2 mks)**

(ii) Formatting the text “All the Best …. “ to font size 22pts centered and interlaced. (**2mks**)

(i) Printing the publication. (**1mk**)