|  |  |  |
| --- | --- | --- |
| a | Title , centre, bold, save rename | @2 each max 10 marks |
| b | Copy new worksheetadd details | $$^{1}/\_{2}$$$$^{1}/\_{2}$$ |
| c | Double boarders  | $^{1}/\_{2}$for each cell and row formatted max 2marks |
| d | Function (observe equal sign and product of cell with 41 by kgs )=PRODUCT(d2:d11) =187042Assuming 41 is entered in cell d11 | 2marks |
| e | Correct formula copied to all cells =(D2\*D11)+G2  | 2 marks |
| f | Correct Function =if(A2=101B ,D2\*5, IF(A2=20Z, D2\*3.5, IF(A2=79A, D2\*4)))ASSUNG A STUDENT TYPED 101 B IN A2 THEY CAN USE THE CELL ADRESS AS WELL AS 5 IN CELL LETS SAY E12 | 5marks |
| g | Use of dollar sign in absolute e.g. =($E$14\*$E$2$)  | @2 each max 4 |
| h | Function =SUM(E2:F2:-H2)Copy to other cells  | 3 marks1 mark |
| i | Currency 2 decimal placesKshRename to PRODUCE PAY | 1 mark1 mark1 mark |
| j | Arrange from smallest number to the largest (012-758) | 2 marks  |
| k | Copying to another worksheetRename as filtered filter conditionsDisplay excluding area 79A | 1 mark2 marks2 marks |
| l | Check sort criteria by area code( since it’s the only column that will be used to isolate data)Check formula for subtotals  | 3 marks |
| m. i | Chart –with title: area total produce delivered | 2 marks |
|  ii | Legend position: right | 1 mark |
|  iii | Saved chart as CHART 1 | 2 marks |
| n | Print records-jan Produce pay Filtered landscape orientation  | 1 mark1 mark1 mark |
|  |  |  |

DECEMBER EXAM 2021

**PAPER 2 MARKING SCHEME**

**QUESTION 1**

|  |  |  |
| --- | --- | --- |
| Designing and typing | Save as W-Card | 2marks  |
| Design the heart | 4 marks |
| Fully typed text and bolded on the names | 9 marks |
| Word art  | 4 marks |
|  | Text added and formatted in rectangles | 3 marks |
|  | Boarders  | 2 marks |
| 1. i)
 | Paper size A4 | 2marks |
|  ii | Gridlines –column guide: 1 -row guides :2 -spacing 0.3 | @1 total 3marks |
|  iii | Margin guides –left and right 0.24* Top and bottom 0.25
 | @$^{1}/\_{2}$ total 2 marks |
| b | Format color red Outline light blueHeight 2.64Width 2.84 | @ 1 total 4 |
| c | Applying shadow Background texture fill-newsprint Add glow(accent 1, 18pt glow), glow size 25pts and 57% transparency | 124 |
| d | Color gold of specified paragraph Line spacing 0.75sp | 11 |
| e | Format by strike throughdotted underline | 11 |
| f | Grouping all objects | 2 |
| g | Header | 1 |
| h | printing | 1 |

**QUESTION 2**