**BUNAMFAN MOCK EXAMINATION**

**COMPUTER STUDIES**

**DECEMBER 2021**

**451/2: MARKING SCHEME**

QUESTION 1: WORD PROCESSING

|  |  |  |
| --- | --- | --- |
| **ITME NO** | **ITEM/ ACTIVITY** | **MARKS** |
| 1a) | Correct saving name: (other names award 0 mark) | 1mk |
|  | Dashed line (any other line deny 1/2mk) | 1mk |
|  | Address (full text – otherwise deny the mark)BoldUnderline | 1mk1mk1mk |
|  | RE:…. TextBoldUnderline | 1mk1mk1mk |
|  | Content * Accurate & Complete (penalize 1/2mks for each error)
* Bold & Underline (@1mk)
 | 5mks2mks |
| b | Correct titles @1mk x 6Correct record @1/2mk x7Correct case 1/2mk (Deny the 0.5mk if any incorrect)Correct saving name (Course Participant Data) | 6mks3.5mks0.5mk2mks |
| c | Inserting merging fields@ 1mk x12Inserting at correct location @1mk x12 | 6mks6mks |
| d | Saving the merged file | 2mks |
| e | Envelopes 1mk x7 | 7mks |
| f | Printing* Letter
* Envelope
 | 1mk1mk |
| **Total** | **50 Marks** |

QUESTION 2: DATABASE

|  |  |
| --- | --- |
| **ITEM** | **MARKS** |
| Database name | 2mks |
| Splitting @1mk for correct table | 7mks |
| Primary key Relationships | 1mk1mk |
| Forms* Products From
* Sales Form
 | 3mks3mks |
| Data entry @correct record 1mk x8 | 8mks |
| Sales query * Required fields
* Calculation
* Saving name
 | 2mks2mks1mk |
| Premium query* Required fields
* Correct Criteria
* Sort
* Saving name
 | 2mks2mks1mk1mk |
| Date query* Required fields
* Criteria
* Saving name
 | 1mk2mks1mk |
| Sales report* Required fields
* Grouping
* Saving name
 | 1mk1mk1mk |
| VAT Report* Required fields
* VAT 16% field
* Calculation
* Saving name
 | 1mk1mk1mk1mk |
| Printing* Tables @0.5mk
* Queries @0.5mk
* Reports @0.5mk
 | 1mk1mk1mk |
| **Total** | **50mks** |