**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)  Bold  Underline | 1mk  1mk  1mk |
|  | RE:…. Text  Bold  Underline | 1mk  1mk  1mk |
|  | Content   * Accurate & Complete (penalize 1/2mks for each error) * Bold & Underline (@1mk) | 5mks  2mks |
| b | Correct titles @1mk x 6  Correct record @1/2mk x7  Correct case 1/2mk (Deny the 0.5mk if any incorrect)  Correct saving name (Course Participant Data) | 6mks  3.5mks  0.5mk  2mks |
| c | Inserting merging fields@ 1mk x12  Inserting at correct location @1mk x12 | 6mks  6mks |
| d | Saving the merged file | 2mks |
| e | Envelopes 1mk x7 | 7mks |
| f | Printing   * Letter * Envelope | 1mk  1mk |
| **Total** | | **50 Marks** |

QUESTION 2: DATABASE

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