**451/2 COMPUTER STUDIES PAPER 2 FORM 4 END OF TERM 1**

**TOTAL SCORE**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADM NO\_\_\_\_\_\_\_\_**

QUESTION ONE

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Marks** | **Candidates**  **score** |
| a i)  ii) | All entries  Bolding headings  Correct columns heading alignment  Saving with the correct file name  Copying worksheet  Renaming worksheet | 8mks  2mks  2mks  2mks  1mk  1mk |  |
| b | i) centering the title across  ii) cambria font  bold & center  iii) wrapping cells  centering | 2mks  1mk  1mk  1mk  1mk |  |
| c | i) Two decimal places  ii) ksh symbol | 1mk  2mks |  |
| d | i) Subtotals  Two decimal places  ii) TV tax  Watch tax  Radio tax  iii) Net amount | 2mks  1mk  1mk  1mk  1mk  3mks |  |
| e | Sorting | 2mks |  |
| f | Subtotals  Grand totals | 3mks  3mks |  |
| g | Creating bar graph  Tv,Watch,Radio total sales  Chart title  Axis labels | 1mk  3mks  1mk  1mk |  |
| h | Printing  Worksheet  Bar graph | 1mk  1mk |  |

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| --- | --- | --- | --- |
| **No** | **Description** | **Marks** | **Candidates**  **score** |
| i | Paper size setting | 1mk |  |
| Portrait orientation | 1mk |  |
| Margins all round | 1mk |  |
| Multiple pages per sheet | 1mk |  |
| Target paper size A4 | 1mk |  |
| ii | Typing text  Font size on text 14  Bolding 14 and RSVP  Center alignment  Hexagon shape  Rotating hexagon shape  Copying the hexagon shape  Sending the shape to back  Stars shape  Filling star shapes  Heart shape  Heart shape dashed outline  Adding text in heart shape  Rectangle shape  Filling rectangle shape | 28mks  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk  1mk |  |
| iii | Saving the publication | 1mk |  |
| iv | Printing | 2mks |  |

QUESTION TWO