**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 nameCopying worksheetRenaming worksheet | 8mks2mks2mks2mks1mk1mk |  |
| b | i) centering the title acrossii) cambria font bold & centeriii) wrapping cells centering  | 2mks1mk1mk1mk1mk |  |
| c | i) Two decimal placesii) ksh symbol  | 1mk2mks |  |
| d | i) Subtotals  Two decimal places ii) TV tax Watch tax Radio taxiii) Net amount  | 2mks1mk1mk1mk1mk3mks |  |
| e | Sorting | 2mks |  |
| f | Subtotals Grand totals | 3mks3mks |  |
| g | Creating bar graphTv,Watch,Radio total sales Chart titleAxis labels | 1mk3mks1mk1mk |  |
| h | Printing WorksheetBar graph | 1mk1mk |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 textFont size on text 14Bolding 14 and RSVPCenter alignmentHexagon shapeRotating hexagon shapeCopying the hexagon shapeSending the shape to backStars shapeFilling star shapesHeart shapeHeart shape dashed outlineAdding text in heart shapeRectangle shapeFilling rectangle shape | 28mks1mk1mk1mk1mk1mk1mk1mk1mk1mk1mk1mk1mk1mk1mk |  |
| iii | Saving the publication | 1mk |  |
| iv | Printing | 2mks |  |

QUESTION TWO