MARKING SCHEME

**MURUGI ZONE**

**COMPUTER**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2½ HOURS**

**PAPER TWO MARKING SCHEME**

**Q1. (50 marks)**

|  |  |
| --- | --- |
| NO | CRETERIA |
| (i) | Entering correct figures(4 marks)  Merge and centre heading (2 marks)  Wrap text heading (2 marks)  Align top and centre heading (2 marks) |
| (ii) | Printable borders inserted (2 marks) |
| (iii) | Sorting A-Z (2 marks) |
| (iv) | Renaming sheet(1 mark) |
| (v) | Correct formulas and figures each 2 marks total(12 marks)   1. Basic pay 2. Gross pay 3. Tax deductions 4. Nssf contributions 5. Allowances 6. Net pay |
| (vi) | Copy + rename 2 marks)   1. Column chart (3 marks) 2. Tittle top (2 marks) 3. Legend bottom (1 mark) 4. Data labels(1 mark) 5. Chart border;solid line,color red transparency 50% each 1 mark(3 marks) |
| (vii) | Copy content (2 marks)  Subtotals (2 marks)  Grand totals (2 marks)  Freeze header(1 mark) |
| (viii) | Printing (each 1mark)   1. **Original worksheet** 2. **Payroll worksheet** 3. **Chart worksheet** 4. **Subtotals worksheet** |

**Question 2 (50 MKS)**

a) Correct software @ 2mks

Measurements to centimeters @ 2mks

Setting correct margins @ 2mks

Setting A4 portrait paper @ 2mks

All round borders as it appears @ 1mk

Dotted background @ 1mk

Inserting computer images in correct size and positions @2mks

**Typing**

* First paragraph “many people…” @ 1mk
* Section “computer hardware…” column @ 1mk
* Use of bullets @ 1mk
* Typing second column @2mks
* Use of underline and italics @ 1mk
* Typing and rotating “floppy disk…” @ 2mks

b) Saving with correct name @2mks

With any other name @ 1mk

c) Formatting heading and drop capping 1mk per style×5=5mks

d) Heading “Hardware” formatting @ 1mk per format×5=5mks

e) Text under “Hardware” formatting @ 1mk per format×3=3mks

f) Correct banner 2mks

Correct text formatting @ 1mk

g) - Entering the text 2mks

- 3 columns 1mk

- Drop cap 1mk

- Inserting lines between @3mks

- Typing the text below as it appears @3mks

h) Printing @ 2mks