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