|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QN** | **Section/Activity**  | **Marks** | **Max mark** | **Marks awarded** |
| 1. |  | Creating workbook MASL REPS* Naming Worksheet 1 As **Sales**
* Typing data accordingly,into rows/columns
* **Input validation**, with correct parameters
 | 1 mark1 mark18 marks3 marks | 23 marks |  |
|  | Using correct formulae to:1. Total Sales for each sales rep
2. Total Sales for each product
 | 2 marks2 marks | 4 marks |  |
|  | Inserting **Bonus Points** column& Computing points* Create column
* Using appropriate function or formulae

Calculate/compute bonus | 1 mark1 mark2 marks | 4 marks |  |
|  | Inserting column **Awards*** Use of IF function to display remarks
 | 1 mark4 marks | 5 marks |  |
|  | Formatting worksheet * Double underline
* Font type – Algerian
* Font size – 26pts
* Applying borders to data in worksheet
 | 1 mark1mark1 mark1 mark | 4 marks |  |
|  | Rotating headings: All Product Type heading labels*(Sales Rep., Faiba, Gateway, Vodafone, SAF, Total Sales)*. | 1mark | 1 mark |  |
|  | Inserting chart: Total sales vs Sales representatives * Chart title
* X axis title
* Y axes title
* Legend
* Data labels (Minimum & maximum ranges)

Renaming worksheet 2 as CHART | 1 mark1mark1 mark1 mark1 mark1 mark1 mark | 7 marks |  |
|  | Printing worksheets: * MASL
* CHART
 | 1 mark1 mark | 2 marks |  |
|  | **TOTAL MARKS** | **50 MARKS** |  |

|  |
| --- |
| **Qestion 2 -Word Processing** |
| **No.** | **Particulars** | **Marks** | **Award** |
| a. | fully typed text | 5 |   |
| 4 Paragraphs indication @ 1/2 Mark each | 2 |   |
| dropcap | 1 |   |
| columns | 1 |   |
| Bullets | 1 |   |
| line between columns | 1 |   |
| paragraph title italics & bolding | 2 |   |
| Correctly filled table | 3 |   |
| table correct outer border | 1 |   |
| table row shading and text color( white) | 1 |   |
| correctly drawn diagram | 3 |   |
| saving with correct file name | 1 |   |
| b | creating a copy | 1 |   |
| saving with correct file name | 1 |   |
| c | heading format @ 1/2 Mark each | 3 |   |
| d | correct header | 1 |   |
| correct footer | 1 |   |
| e | spelling error free | 2 |   |
| f | correct alignment | 1 |   |
| g | finding and replacing all | 1 |   |
| h | resizing diagram | 1 |   |
| object placement | 1 |   |
| text readability over graphics | 1 |   |
| j | i | cell splitting | 1 |   |
| ii | inserting row | 1 |   |
| cell merging | 1 |   |
| appropriate row heading | 1 |   |
| k | i | total score | 2 |   |
| ii | number of students | 2 |   |
| iii | highest score | 2 |   |
| iv | average total score | 2 |   |
| l | i | print EDUC AI | 1 |   |
| ii | print EDUC AI2 | 1 |   |
| **TOTAL MARKS** | **50** |  |