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| --- | --- | --- | --- | --- | --- |
| **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 mark  1 mark  18 marks  3 marks | 23 marks |  |
|  | Using correct formulae to:   1. Total Sales for each sales rep 2. Total Sales for each product | 2 marks  2 marks | 4 marks |  |
|  | Inserting **Bonus Points** column& Computing points   * Create column * Using appropriate function or formulae   Calculate/compute bonus | 1 mark  1 mark  2 marks | 4 marks |  |
|  | Inserting column **Awards**   * Use of IF function to display remarks | 1 mark  4 marks | 5 marks |  |
|  | Formatting worksheet   * Double underline * Font type – Algerian * Font size – 26pts * Applying borders to data in worksheet | 1 mark  1mark  1 mark  1 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 mark  1mark  1 mark  1 mark  1 mark  1 mark  1 mark | 7 marks |  |
|  | Printing worksheets:   * MASL * CHART | 1 mark  1 mark | 2 marks |  |
|  | **TOTAL MARKS** | **50 MARKS** | |  |

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| **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** |  |