**451/2 COMPUTER STUDIES PAPER 2 (PRACTICAL) ACK JOINT EVALUATION EXAM**

**Marking Scheme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QN** | **SECTION** | **ACTIVITY** | **MAX MARK** | **MARKS AWARDED** |
| **1** | **a** | Creating folder and assigning the last three digits of an index number.½mkCorrect filename “**MOCKING\_BIRD**” ½mk | 8mks |  |
|  |
|  | Fully typed text * The two headings @ ½mk
* 5 paragraphs @ ½mk
 |
|  | Drawing using auto shapes* Each correct autoshape type@½ mk x 3shapes
* Shadow effect on flowchart document symbol - ½mk
* Text inside autoshape @½mk
* Word art accompanying diagram - 1mk
 |
| **b** | Creating a copy and renaming it to “MOCKING\_BIRD 2” | 1mk |  |
| **c**  | 1. Drop cap
* Inserting - 1mk
* Dropping by two lines – 1mk
 | 2mks |  |
| 1. Bulleting - 3 bullets @1mk
 | 3mks |  |
| 1. Converting the first paragraph three columns @1mk
 | 3mks |  |
| 1. FORMATTING the heading “TO KILL A MOCKINBIRD”
* *Right alignment -* 1mk
* *Arial black, -* 1mk
* *font size 18, -* 1mk
* *Underlined -* 1mk
 | 4mks |  |
| 1. Proofreading
* Check if the misspelled word “rasism” is changed to “racism” – 1mk
 | 1mk |  |
| 1. PAPER SIZE & MARGIN SPECIFICATIONS
 | 3mks |  |
| * + Correct paper size A4- 1mk
	+ Margins (Top, Bottom, Right, Left) @½mk x 4
 |
| 1. LINE SPECIFICATION
* The last two paragraphs @1mk
 | 2mks |  |
| 1. HEADER
* Inserting admission number and name @1mk
 | 2mk |  |
| 1. MOVING 1st paragraph below drawing
* Moving & correct placement – 1mk
 | 2mks |  |
| 1. HANGING INDENT
* To the paragraph which starts with “To Kill a Mockingbird is unusual…”
 | 2mks |  |
| 1. FIND & REPLACE - “racism” with “racial discrimination”
 | 2mks |  |
| 1. RIGHT ALIGNMENT
* 1st paragraph which starts with “To Kill a Mockingbird is unusual…” aligned to right - ½mk
 | 1mk |  |
| **e** | PAGINATION* Inserting with correct format **“page x of y” -** 1mk
* Inserting page without format - 1mk
 | 2mks |  |
| **f** | PAGE BORDER – WHOLE DOCUMENT* Double line border style -1mk, incorrect style award - ½mk
* Blue border color –1mk
* Border width 2¼pt – 1mk
 | 3mks |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **g** | CREATING TABLE1. Creation of table with data provided
 | 3mks |  |
|  | 1. TABLE TITLE – Inserted in the first row and centered @1mk
 | 2mks |  |
|  | 1. TABLE border (Any style or width) – 1mk
 | 1mk |  |
|  | 1. Calculate the average cost of books automatic ally using a formula/function
 | 2mks |  |
| **h** | PRINTING* MOCKING\_BIRD 1mk
* MOCKING\_BIRD 2 1mk
 | 2mks |  |
| **TOTAL** | **50mks** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SECTION** | **ACTIVITY** | **MAX MARK** | **MARKS AWARDED** |
| **Q 2** | (a) | Creating database named PROJECT | 1mk | 1 |  |
|  | (b) | **STUDENTS TABLE**Creating and naming the table Creating and naming fields Correct field data types  | 1mk1mk1mk | 3 |  |
|  |  | **SUPERVISORS TABLE**Creating and naming the table (SUPERVISORS TABLE)Creating and naming fields Correct field data types | 1mk1mk1mk | 3 |  |
|  |  | **SUPERVISION TABLE**Creating and naming the table (SUPERVISION TABLE)Creating and naming fields Correct field data types | 1mk1mk1mk | 3 |  |
|  | (c) | **Primary keys**STUDENTS TABLESUPERVISORS TABLESUPERVISION TABLE | 1mk1mk1mk | 3 |  |
|  | (d) | Two relationships(correct fields) | 2mks | 2 |  |
|  | (e) | **Entering data in the three tables**STUDENTS TABLESUPERVISORS TABLESUPERVISION TABLE | 3mks3mks3mks | 9 |  |
|  | (f) | Creating forms (Forms with all fields)STUDENTS SUPERVISORS SUPERVISION  | 1mk1mk1mk | 3 |  |
|  | (g)  | Creating query name Balance Display students details (Name, gender, fee balance)Computation balances for each student | 1mk1mks2mks  | 4 |  |
|  | (h) | Creating query name Balance2Display students details - Name, project title and fee balance above 20 000 | 1mk3mks  | 4 |  |
|  | (i) | Creating a chartTitleAxesbars | 1mk1mk1mk | 3 |  |
|  | (j) | Creating a report SUPERVISIONSelection of fields to display students’ names, project title, names of supervisors and supervision dates | 1mk4mks | 5 |  |
|  | (k) | Report title as “SUPERVISION PER LECTURER” | 2mks | 2 |  |
|  | (l) | **Printing :****Tables** : STUDENTS TABLE, SUPERVISORS TABLE,SUPERVISION TABLE**Query**: BALANCE and BALANCE2**Report**: SUPERVISION | 2mks2mks1mk | 5 |  |
|  |  | **TOTAL** | **50mks** |  |