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

**Marking Scheme**

|  |  |  |  |  |
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| **QN** | **SECTION** | **ACTIVITY** | **MAX MARK** | **MARKS AWARDED** |
| **1** | **a** | Creating folder and assigning the last three digits of an index number.½mk  Correct 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 |  |

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| --- | --- | --- | --- | --- |
|  | **g** | CREATING TABLE   1. 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** |  |

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|  | **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 | 1mk  1mk  1mk | 3 |  |
|  |  | **SUPERVISORS TABLE**  Creating and naming the table (SUPERVISORS TABLE)  Creating and naming fields  Correct field data types | 1mk  1mk  1mk | 3 |  |
|  |  | **SUPERVISION TABLE**  Creating and naming the table (SUPERVISION TABLE)  Creating and naming fields  Correct field data types | 1mk  1mk  1mk | 3 |  |
|  | (c) | **Primary keys**  STUDENTS TABLE  SUPERVISORS TABLE  SUPERVISION TABLE | 1mk  1mk  1mk | 3 |  |
|  | (d) | Two relationships(correct fields) | 2mks | 2 |  |
|  | (e) | **Entering data in the three tables**  STUDENTS TABLE  SUPERVISORS TABLE  SUPERVISION TABLE | 3mks  3mks  3mks | 9 |  |
|  | (f) | Creating forms (Forms with all fields)  STUDENTS  SUPERVISORS  SUPERVISION | 1mk  1mk  1mk | 3 |  |
|  | (g) | Creating query name Balance  Display students details (Name, gender, fee balance)  Computation balances for each student | 1mk  1mks  2mks | 4 |  |
|  | (h) | Creating query name Balance2  Display students details - Name, project title and fee balance above 20 000 | 1mk  3mks | 4 |  |
|  | (i) | Creating a chart  Title  Axes  bars | 1mk  1mk  1mk | 3 |  |
|  | (j) | Creating a report SUPERVISION  Selection of fields to display students’ names, project title, names of supervisors and supervision dates | 1mk  4mks | 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 | 2mks  2mks  1mk | 5 |  |
|  |  | **TOTAL** | **50mks** | |  |