Term 1 – 2023

COMPUTER STUDIES

(MARKING SCHEME PAPER II)

PRACTICAL

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 1** | | | |
| Item | Description | Max Score | Score |
| a | Workbook file | 0.5 |  |
|  | File case | 0.5 |  |
|  | Colum titles | 2 |  |
|  | Name case | 1 |  |
|  | Town Case | 1 |  |
|  | Borders | 2 |  |
|  | Entries | 6 |  |
| ii | 2blank rows | 1 |  |
| iii | Titles | 2 |  |
|  | Correct Case | 1 |  |
| iv | Center Each | 2 |  |
| b i | Mean | 2 |  |
|  | 2decimal plcs | 1 |  |
| ii | Rank | 3 |  |
|  | Max score Benjamin | 1 |  |
|  | Min score Benjamin | 1 |  |
|  | Correct Cells | 1 |  |
| c | If function | 5 |  |
| d | Count if function | 2 |  |
| e | Copy | 1 |  |
|  | Rename | 1 |  |
| f | Filter | 1 |  |
|  | Correct | 1 |  |
| g | Bar chart | 1 |  |
|  | correct data | 2 |  |
|  | own sheet | 1 |  |
| i | chart title | 1 |  |
|  | Uppercase | 0.5 |  |
|  | Bold | 0.5 |  |
| ii | Legend | 1 |  |
| iii | Axis label | 2 |  |
| h | print | 2 |  |
|  |  |  |  |
|  |  | 50 |  |

|  |  |  |
| --- | --- | --- |
| 1. (a) | (i) Setting the paper size to A4. | 1 mark |
|  | (ii) Setting the orientation to Landscape. | 1 mark |
|  | (iii) -Setting the top and bottom margin guides to 0.5 inches. | 1 mark |
|  | - Setting the inside and outside margin guides to 0.5 inches. | 1 mark |
|  | (iv)Putting the background to 30% tint accent 30 or equivalent colour. | 3 marks |
|  |  | 7 marks |
| (b) | * Setting the main content text to font size 12. | 2 marks |
|  | * Setting each of the heading text to Uppercase  1. x 4 | 8 marks |
|  | * Setting each of the heading text to font size 14. | 2 marks |
|  | * Formatting each of the heading to bold. 1 x 4 | 4 marks |
|  | * Using Algerian font. * 1mk for any other font. | 1. marks |
|  | * Inserting the wave banner for the main title. | 3 marks |
|  | * The title banner red background. * Award full marks for the colour depicted in the question paper. | 1 mark |
|  | * Setting each heading to orange accent 6 background.   1 x 4   * Award full marks for the colour depicted in the question paper. | 4 marks |
|  | * Correct bullet   1 x 3.   * The teacher to allow any equivalent bullet incase the one indicated is not possible in the application available. | 1. marks |
|  | * Accurately typed text. * Penalise ½ marks for any misspelt or missing word. | 7 marks |
|  | * Accurately drawn graduate hood   2 x2 | 4 marks |
| (c) | * Saving the publication with the correct file name “KUCCPS”. * - No mark for any different or misspelt file name. | 1 mark |
| (d) | Print out. | 2 marks |