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 |