|  |  |  |
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| **QUESTION 1 - SPREADSHEET** | **MAX MARK** | **AWARDED** |
| 1. Creating spreadsheet file named **WELFARE REG**
2. Data entry (appropriate)
 | **1****14** |  |
| 1. Use of SUM function in column E2
2. E2=sum(B2:D2) Total registrations per school
3. Total registrations per term B9=sum(B9:D9)
 | **3****3** |  |
| 1. Computing average number of registrations for each term in column F USING formula =(B2+C2+D2)/2
 | **2** |  |
| 1. Renaming the sheet 1 as **Reg 1**.
 | **1** |  |
| 1. (i) Using the “IF” function to display comments:

=IF(F2>=1500,"Optimum",IF(F2>=700,"Fair",IF(F2<700,"Too low")))(ii) Using the COUNTIF function to display the number of schools who managed to have a **fair** registration =COUNTIF(G2:GF8,">1500") | **4****1** |  |
| 1. Formating **worksheet 1 (Reg 1**) as follows:
* Resize the column heading to fontsize 16 and applying bold.
* Applying borders to all cells containing data.
* Grey background colour to all column headings
 | **2****1****1** |  |
| 1. (i) Label % increment in cell A16 and a value 7 as percentage data
 | **1** |  |
| (ii) Inserting a column before Term1* Using absolute cell referencing =($C$16\*C2)+C2 to calculate the total number of registrations for Term 3 2020.
* Labelling the column as **T3-2020**.
 | **½** **2****½**  |  |
| 1. Using a function in cells B17 and B18 respectively determine:
* ***Total registrations =COUNTIF(F2:F8,">1500")***
* ***Minimum number of registrations for Term 2 =MIN(D2:D8)***
 | **2****2** |  |
| 1. Copying data in sheet 1 to sheet 2

Rename it as **Graph**. | **1****1** |  |
| 1. Creating bar graph and labeling as required
* *Chart title: Welfare Registrations 2021*
* *Y-axis: Total Number of Registrations*
* *X-axis School Name*
* *Legend Position: Right*
 | **1****1****1****1****1** |  |
| 1. Printing
* Reg 1 sheet.
* CHART
 | **1****1** |  |
| **TOTAL MARKS** | **50** |  |

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| --- | --- | --- |
| **QUESTION 1 -WORDPROCESSOR** | **MAX MARK** | **AWARDED** |
| **A**Creating WORD document  **MYVISA** Typing of the word document(Data entry-Strike through**(1mk**) -Bullets **(1mk)** -Superscript/Subscript(**2mks)****Logo**  -Shapes(Stars/Banners/ellipse) **(3mks)** **-**Shape fillS/Grouping **TOTAL** | **1****05****01** **01** **02** **03** **03****16MKS** |  |
| FooterPresence/acccuracy  | **02** |  |
| **B Alignment :Centre**  **Font style : Algerian** **Font size** : **16** | **01****01****01** |  |
|  **C. Dropcap** Presence Drop by 4 lines | **01****01** |  |
|  **d Margins** Top 1.0cm Left 1.0 cm | **02** |  |
|  **E** Line spacingcolumns | **01****02** |  |
|  **F Table** 4 rows/3colums Data entry on the table | **01****04** |  |
|  **G** Correct formular for:* Total
* average

  |  **02****02** |  |
| **h**. Data source table7columns/4 rowsTable data entrySaving as **CC** | **01****03****01** |  |
| **i**  Automated mail merging with 3 documents Saving **MYVISACC** | **04****01** |  |
| **j**  Page numbersTop tight | **01****01** |  |
| 1. MY VISA
* MYVISACC addressed to Mukami Faith
 | **01****01** |  |
| **TOTAL MARKS** | **50** |  |